



## ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

### **JOB DESCRIPTION**

**TITLE:** Child Nutrition Program Cafeteria Director

**QUALIFICATIONS:**

- Hold, as a minimum, an earned bachelor's degree from a regionally accredited senior institution of higher education in Foods and Nutrition, Food Service Management, or Home Economics (with a minimum of four (4) courses in foods and nutrition).
- Verify a minimum of 1400 clock hours of compensated food service management, or an acceptable alternative to be approved by the State Superintendent of Education, to include, but not limited to, supervisor and/or administrative experience attained within five (5) years immediately preceding the date of application.
- Provisional Requirement. Hold an earned bachelor's degree from a regionally accredited senior institution of high education in any subject area other than the ones identified and complete the following educational requirement for certification with three (3) years from the date of employment:
  - A minimum of nine (9) semester hours or twelve (12) quarter hours in foods and nutrition.
  - A minimum of three (3) semester hours or four (4) quarter hours in Quantity Food Production and three (3) semester or four (4) quarter hours in Quantity Purchasing; and
  - A minimum of three (3) semester hours or four(4) quarter hours in personnel management and three (3) semester hours of four (4) quarter hours in accounting.
- Professional Development. A minimum of fifteen (15) clock hours or approved professional development per year is required for certificate validity. The Alabama State Department of Education, Child Nutrition Programs will make the final decision on the approval of professional development activities.
- Knowledge of safety, sanitation, food preparation methods and equipment used in the quantity preparation of foods.
- Ability to organize and supervise the work of others.
- Valid food handler's card/ServSafe certification and tuberculin test or willingness to obtain certification with 3 months.
- Must pass appropriate background screening and ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Such alternatives to the above qualification as the Oneonta City Schools Board of Education may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Students and assigned personnel

**CONTRACT DAYS:** 202 days.

**SALARY:** Salary is based on appropriate step on the approved OCS salary schedule.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**JOB GOAL:** The major responsibilities of the CNP Director in a school system are listed below. These responsibilities should be viewed as minimum requirements necessary for the operation of a system Child Nutrition Program to meet federal and state requirements. Competencies of directors have been delineated by the National Food Service Management Institute and provide more detail in all areas, including those areas necessary for meeting quality standards.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Direct the Child Nutrition Program in accordance with federal and state laws and regulations, local and state health ordinances, and school system policies.
2. Plan and approve menus for school breakfast and school lunch to assure the nutritional integrity of the program and meeting U.S. Department of Agriculture regulatory requirements.
3. Approve the free and reduced-price meal applications and verify their accuracy.
4. Manage and free and reduced-price meal process including application, verifications, rosters, benefit issuance and updates.
5. Purchase food and supplies in accordance with federal and state bid laws.
6. Train CNP personnel in areas of program management and meeting nutritional requirements.
7. Assist administrative personnel in determining staffing requirements for cafeteria and be involved in hiring of CNP Personnel for the school system.
8. Plan and direct training for all CNP personnel.
9. Plan nutritious, appealing menus that meet the requirements of the selected USDA menu planning option.
10. Conduct a formal review of the program and complete the USDA review form which covers all aspects of the Child Nutrition Program each year.
11. Check, approve and compile records concerning meal counts, inventory, purchases and food productions.
12. Assist in daily preparation of meals and maintain the CNP point of sale computer program.
13. Provides an atmosphere that ensures the purpose of the school nutrition program to "safeguard the health and well-being of the nation's children."
14. Ensures all meals served meet current nutritional standards and meal pattern requirements, including children with special diet needs.
15. Maintains nutrition integrity of the school nutrition program through implementation of Dietary Guidelines of America.
16. Maintains integrity and accountability of the school nutrition program through compliance with all federal, state and local regulations.
17. Ensures accountability and preparation of recorded documentation for compliance with federal, state and local regulations.
18. Provides an environment conducive to protecting the health and well-bring of the school's children through high levels of sanitation standards.
19. Provides a safe environment for performance of work.
20. Establishes administrative responsibility for all foodservice equipment through proper use and care.
21. Operates the school nutrition program to ensure that proper receiving procedures and storage techniques are followed.
22. Conducts the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the school nutrition program.

23. Applies management principles to establishing and maintaining high standards of control for quality food production and distribution.
24. Ensures the school nutrition program creditability through daily monitoring of food production procedures.
25. Maintains an operation that responds to students' food preferences.
26. Develops standards of excellence for providing and maintaining quality in the presentation and service of food.
27. Provides leadership to ensure school meals will be served in a pleasant facility and by a courteous staff.
28. Operates school nutrition program within established guidelines for a financial management system that provides a cost-effective program of high integrity.
29. Organizes and manages the business functions of the school foodservice office to maintain an efficient and effective organization.
30. Provides leadership that promotes the school nutrition program, ensures a secure work environment during an emergency or crisis, sets high professional standards for the school nutrition program and employees, and creates an interest in the role of the school nutrition program in the school and community.
31. Manages the school nutrition program staff according to all federal, state, and local district employment laws, policies, and regulations.
32. Communicates effectively with both supervisor and other employees.
33. Integrates standards for evaluating employee performance into the overall management of the school nutrition program.
34. Attend school during assigned hours.
35. Regular and predictable attendance.
36. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
37. Participate in the State Board and system required in-service, professional development and other assigned meetings.
38. Assists in implementing all policies and rules governing student life and conduct.
39. Perform reasonable duties necessary for the safe and effective operation of the school.
40. Exhibit positive human relations skills.
41. Demonstrate proficiency in written and oral communication.
42. Maintain and submit records and reports.
43. Demonstrate competency in the use of technology.
44. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
45. Engage in personal professional growth and demonstrate professional ethics and leadership.
46. Demonstrate competency in the use of computers and available technology.
47. Contribute to the overall development of an effective school program.
48. Perform reasonable duties necessary for the safe and effective operation of the school.
49. Perform other duties as might be reasonably assigned by the Superintendent, their designee or by direction of the Board.

**PHYSICAL DEMANDS:** While not typically part of the daily routine, the CNP director should be able to serve in any CNP position as needed. Physical strength necessary to perform functions of the job include: significant lifting, carrying, pushing, pulling, stooping, kneeling, etc. Safely lift and carry objects weighing up to 50 pounds. Stand and walk on concrete and tile floors for long periods of time. Withstand a wide range of temperatures. Work in refrigerated areas.

**DATE OF LAST REVIEW: 05/15/2025**

**DATE OF LAST REVISION: 05/15/2025**

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform

other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: \_\_\_\_\_  
Printed name of employee/applicant      Signature      Date: