

Job Title: Director of Child Nutrition Program (CNP)

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD104

Summary: The Director of CNP oversees all aspects of the district Child Nutrition Program (CNP) operation. The job functions include supervising, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The CNP Director shall partner with others in the school district and community to solicit support for the development of a sound nutrition food program while following federal, state, and local guidelines and to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Essential Duties and Responsibilities:

- Establish quality standards for the presentation and service of food.
- Implement a district-wide customer service driven philosophy that focuses on value and satisfaction.
- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate employee safety regulations into all phases of the school foodservice operation.
- Establish procedures and policies for risk management.
- Establish measurable financial objectives and goals for the CNP.
- Manage the CNP using appropriate financial management techniques.
- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Develop procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensure operational procedures for efficient and effective food production and distribution.
- Implement a cost-effective procurement system.
- Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition

objectives.

- Establish standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
- Ensure CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provide technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develop guidelines for providing services in response to disaster or emergency situations.
- Develop cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assess customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- Employ management techniques to maintain an effective and efficient CNP.
- Develop short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Louisiana Department of Education.
- Implement policies and procedures to ensure the effective operations of CNPs.
- Develop a long-range program for establishing professional status for the CNP's role in the education community.
- Review current research information to determine health and nutrition-related trends and foodservice management developments; and develop innovative program changes and expansions based on this information.
- Implement personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develop job performance standards that provide for performance improvement.
- Develop methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establish procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establish standards for the professional development of the district's CNP personnel.
- Assist with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determine equipment needs and specifications consistent with program needs and budget.
- Develop and implement policies and procedures to ensure environmental responsibility.
- Establish a waste management system for the CNP that is effective, economical,

and environmentally safe.

- Develop a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conduct an on-going evaluation of the marketing plan.
- Communicate program information to encourage and secure support for the school food and nutrition program from the Louisiana Department of Education, administrators, faculty, students, parents, and community.
- Implement a plan for providing foodservice for special functions consistent with Louisiana Department of Education policies.
- Implement management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Train staff to use computer technology in individual school sites to improve management techniques.
- Develop and implement a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establish the role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.
- Perform and direct job related proficiency with the highest ethical integrity.
- Perform and direct with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- Perform and direct with an overall nature that is committed to the goals and visions of the school district.
- Perform and direct appropriate communication skills with the customers served.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

A Master's degree from an accredited institution in food and nutrition, institutional food management, business, or related field accompanied by at least five (5) years of experience in school food service administration, management, or a related field. Additional experience with K-12 school food service in a large school system is desired. The credential of "Registered Dietitian" (RD) with the Academy of Nutrition and Dietetics is preferred. School Nutrition Association active membership is required.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the



essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

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[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.