

Red River Parish School Board

Job Description

Title: **Director of Nutrition & Health**

Qualifications: Must have a valid LA Ancillary Certificate as Child Nutrition Program Supervisor or be eligible for a Provisional Certificate

Superordinate: Superintendent

Performance Responsibilities

1. Supervises the operation of the Food Service Department and all employees of the department.
2. Directs the operation and management of all food service units and the food service central office.
3. Assumes the responsibility of operating the Food Service Program within the revenues received.
4. Prepares specifications for bids on food, supplies and equipment.
5. Plans central menus to provide sound nutrition for the health of students.
6. Purchases food, supplies, and equipment, using established criteria.
7. Provides direction and technical assistance in sanitation, safety, equipment use and care, and quantity food problems.
8. Establishes and enforces high standards for food preparation and service.
9. Instructs and assists managers with accounting procedures and records required by parish, state, and federal regulations.
10. Checks the accounting reports and inventory reports submitted by managers and inform managers of necessary corrections.
11. Maintains records of the Food Service Department.
12. Coordinates in-service for food service personnel.
13. Assists in establishing local food service policies.
14. Implements food service policies.
15. Attends meetings and conferences as needed to remain abreast of school food service rules and regulations and trends which could improve and upgrade the Food Service Department.
16. Becomes knowledgeable of all local and state health laws and regulations.
17. Establishes good rapport with principals, teachers, students, parents, school administrators, civics groups, and the general public.
18. Utilizes the School Food Service Program to develop and coordinate nutrition education for students, teaching staff, parents and community.
19. Develops and updates school food service annual budget to be reviewed with Business Manager.
20. Oversees School Nurse's monthly duties and ensures all state required health checks are completed.
21. Review immunization records from school nurse to make certain students are up-to-date, with no exceptions.
22. Supervises School Nurse's plans and procedures for Parish Wellness Policy and monitors as required.
23. Reports any health issues to Superintendent as needed.
24. Observes the ethics of the profession and encourages adherence by the faculty and staff to ethical attitudes and practices.
25. Exhibits ethical and moral character and encourages the same with the faculty, staff and student body.
26. Meets the Professional Development Requirements.
27. Performs other related duties as may be assigned by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature Date

Immediate Supervisor

Date

Terms of Employment: **12 Months**