

CENTRAL PARK SCHOOL FOR CHILDREN



Mission: All children thrive.

Position	School Nutrition Director
School	CPSC K-8 724 Foster Street Durham, NC 27701
Compensation	\$40,000 - \$50,000 per year
Employment Status	12 Month, Full-Time (40 hours per week)
Start Date	July 1, 2025
<p>Application Deadline: We will accept applications until we find just the right candidates! As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.</p> <p>Please contact jobs@cpsfc.org with a cover letter and resume.</p>	

NATURE OF WORK: An employee in this role provides leadership of the school nutrition program by supervising both administrative and operational activities as required by the United States Department of Agriculture (USDA) National School Lunch Program and other federal nutrition programs. Work is directed through the interpretation of and implementation of Federal and State law, policy regulations and guidance established by USDA, the NC General Assembly, North Carolina Department of Public Instruction (NCDPI) the State Board of Education and pertinent local policies. The employee participates in the development, implementation, and oversight of the policies and procedures that govern the school nutrition program. The employee must exercise considerable discretionary judgment and initiative in planning, developing, and coordinating. The employee receives general direction from the Executive School Director and/or a designee.

QUALIFICATIONS

- Bachelor's degree and two years' experience in the management of a School Nutrition Services program, food service management, nutrition education, culinary arts, or a related field; or Associate's degree preferred in food services management, nutrition, or a related field preferred

with three years of relevant experience; or High School Diploma with six years of school nutrition experience with two years in a leadership role.

- Must possess and maintain a ServSafe or Food Safety manager certification recognized by the NCDPI Health Department or obtain certification within 60 days from the first day of employment.
- Proficiency in the use of computer and technology applied to the use of program specific software for program management and enhancement.
- Must have a basic knowledge of nutrition as it applies to school nutrition programs.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Considerable knowledge of the principles and practices of food service administration, leadership, and customer service.
2. Applied working knowledge of quantity food production including preparation, ordering, record keeping, customer service, storage, sanitation, and safety.
3. Ability to lead and motivate Central Park School and catering staff member(s) to follow local, state, and federal rules, regulations, policies, and procedures ensuring day-to-day activities meet expectations while building a customer driven relationship between school staff, administration, and catering services that result in quality meals and friendly service.
4. Ability to interpret federal, state, and local procedures, policies and implement concepts while collaborating with assigned staff. Capacity to identify and implement procedures to resolve issues and program deficiencies.
5. Ability to market and promote the school lunch program.
6. Effective communication skills, both oral and written.
7. Ability to exercise tact and courtesy while seeking positive resolution with co-workers, vendors, and customers.
8. Ability to set priorities and allocate time so that tasks are completed in a timely manner, and deadlines are met.
9. Ability to exercise judgment and use initiative when, resolving problems, and making improvement in the food service program.
10. Knowledge of principles of bookkeeping and accounting.

DUTIES AND RESPONSIBILITIES

- Plan, implement, and supervise food service operation for setup and services of meals and other food items while providing exceptional customer service.
- Administer and ensure adherence to established local, state, and federal policies, and regulations related to federal nutrition programs, civil rights, charge policy, sanitation, food production and service, and nutrition guidelines.
- Administer Free and Reduced Price Meal program in accordance with local, state, and federal rules and regulations; review application, determine eligibility and perform required verification processes.
- Establish and administer the Hazard Analysis Critical Control Points (HACCP) system as required by NCDPI.
- Establish and provide staff development training and ensure that the professional standards are tracked and met as required by NCDPI and USDA.
- Attend seminars, conferences, workshops, classes, lectures, as appropriate, to enhance and maintain knowledge of trends and developments in the field of food services field.

- Complete and submit required records and reports on time such the Annual Financial Report, Monthly Claim for Reimbursement, Self-Assessment reviews, HACCP, Civil Rights, and other as required by NCDPI and federal regulations.
- Ensure Procurement practices are in accordance with the Board of Trustees adopted Procurement Plan and always comply with all governing local policies, State law and federal regulations.
- Develop standardized recipes to meet nutrient guidelines established by USDA in order to plan menus (cycle and calendar) using basic menu planning principles to meet federal certification criteria and provide healthy meals that students will enjoy.
- Determine amount of food necessary to order for daily meals and check delivery to ensure compliance with the orders, contacting the appropriate persons to resolve discrepancies, as necessary.
- Monitor food production and service for quality and appearance while ensuring that planned menus and standardized recipes are followed.
- Ensure meals are served on time while providing quick, pleasant service to customers; collaborating with the School Director (s) to create and provide a pleasant environment.
- Prepare production reports; ensure that the caterer follows standardized recipes to provide sufficient quantities of food items needed for customers; obtains and records amount of food items ordered, received, served, and discarded leftovers.
- Input data and generate various daily, weekly, and monthly reports, such as participation, daily receipts, and collections, edit check, applicable rosters, processing monthly claims and vendor invoices for payment.
- Apply and implement record keeping techniques using a variety of methods such as electronic and hard copy filing.
- Create, manage, and maintain program communications including website, back to school material, quarterly menu announcements, and weekly notification of outstanding balances. Respond to customer service inquiries regarding any aspects of the programs (ordering and payment process, balances due, refunds, allergies, etc.) and proactively reach out to customers/parents/teachers, as necessary.

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, stoop, walk; use hands to handle, or feel objects, tools, or controls; talk or hear; and taste or smell.
- The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift or move up to thirty (30) pounds and occasionally lift or move up to fifty (50) pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading.

All other duties as assigned or required. The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.