

## Job Description

**Job Title:** Executive Director, Child Nutrition & Wellness

**Supervisor:** Assistant Superintendent,  
Business and Support Services

**Position Code:** 1E26, AE26

**Pay Grade:** 52

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Responsible for planning, administratering, and directing the division's child nutrition services and ensuring an effective, cost efficient and nutritionally sound operation. Position formulates and in policies and procedure; ensures compliance with state and federal regulation; administer a budget,

### Essential Duties

1. Plans, administers and directs the division's child nutrition services programs in accordance with applicable state and federal regulations.
2. Formulates proposals for the development and revision of policies pertaining to the child nutrition services operation; and establishes/monitors procedures for the preparation, handling and serving food and other related procedures.
3. Directs the planning and development of nutritious, high quality, school breakfast/lunch/dinner menus, summer meals and special meals for division sponsored events.
4. Evaluates the division's child nutrition services programs and directs the inspection of school food services facilities to ensure consistent, high quality operations in compliance with sanitation standards of the Virginia Department of Health.
5. Establishes marketing efforts for the division's child nutrition services program to ensure that the public is informed of planned school menus and prices; and acts as a liaison with parents and the general public to resolve complaints and improve customer relations.
6. Determines prices to be charged and portion sizes for various types of lunch foods and beverages; prepares and administers the departmental budget; and provides expenditure control over personnel costs, food and supply costs, and equipment
7. Interviews, hires, supervises, provides professional development opportunities for employees, and directs the work of child nutrition services department personnel
8. Supervises the overall program for health services.
9. Directs the preparation of reports as required by federal, state and local regulatory agencies, and ensures accurate recordkeeping.
10. Performs any other related duties as assigned by the Assistant Superintendent of Business and Support Services or other appropriate administrators.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Assistant Superintendent, Business and Support Services or other appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must posses a Master's degree in business administration, food services management, nutrition or a

related field and extensive experience in large scale, institutional food services management to include supervisory and budgeting experience; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess a comprehensive knowledge of the principles, practices and current issues in the provision of a large-scale, institutional food services program, must possess a demonstrated knowledge of state and federal regulations governing public school child nutrition services programs. Must possess a demonstrated ability to plan, organize and direct a comprehensive, cost-effective child nutrition services program, must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationship with school officials, staff, administrators, parents, and the community.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read printed material with or without vision aids and speak in audible tones so that others may understand clearly.

**Work Environment**

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. Duties are normally performed in an office environment. The noise level in the work environment is usually low to moderate.

**Supervision Exercised:** Child Nutrition Services Staff

**Supervision Received:** Assistant Superintendent, Business and Support Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director for Child Nutrition & Wellness will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent (Business and Support Services), or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/2019