



Job Description

Job Title: Program Administrator I
Child Nutrition Services

Position Code: 1E08, AE08

Job Classification: Exempt

Supervisor: Director II
Child Nutrition Services

Pay Grade: 37S

Contract Length: 245 Days

Job Summary

Assists the Director in planning and directing department activities and providing day-to-day direction. Responsible for purchasing food, supplies and large equipment. Assists in coordinating production and supervision of cafeteria operations in all school buildings. Position is responsible for assisting in setting protocol, providing training, establishing audit procedures, and monitoring performance of school-based managers and support personnel. Responsible for all special functions and catering for the district.

Essential Duties

1. Assists in developing and implementing training that focuses on developing the CNS team, guiding team members to meet the department's mission and goals and to develop the skills needed to successfully perform job responsibilities. Assists in establishing annual calendar of training sessions in all areas of CNS. Stimulates professional growth of team members by encouraging participation in professionally related meetings and training activities. Identifies and makes arrangements for obtaining appropriate training materials.
2. Writes bid specifications for food, equipment and supplies. Interviews food, equipment and supply representatives to obtain information and samples of new or prospective items, product lines and trends in school feeding. Tests products for future use when appropriate.
3. Updates division wide catering guide. Responsible for planning all special functions and assisting school nutrition managers with implementation.
4. Conceptualizes and implements marketing plans designed to increase nutrition integrity, meal participation, and public awareness of the educational benefits of school meals.
5. Serves as a mentor and communication link that encourages managers to request assistance from the appropriate CNS team member and who helps managers identify available resources.
6. Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of school nutrition; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with school nutrition professionals to facilitate exchange of information.

Other Duties

1. Performs any other related duties as assigned by the Director II, Child Nutrition Services or other appropriate administrator.

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 accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

Bachelor's degree in nutrition, food service management, education, or a related field, and 3 years of experience in food service management or a related field, with some experience in a leadership role preferred; or any equivalent combination of training and experience. Requires the ability to read a variety of correspondence, reports, forms, manuals, invoices, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, procedures, manuals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence. Requires the ability to explain procedures and to follow oral and written instructions. Must be able to communicate effectively and efficiently. General knowledge of local, state and federal regulations regarding the National School Breakfast and Lunch Program. Considerable knowledge of the principles and practices of food service administration. Ability to plan, develop and implement effective programs and systems. Considerable knowledge of the use of computers to process, record, transmit and analyze data. Ability to evaluate existing programs and procedures and make recommendations for improvement. Ability to establish and maintain effective working relationships with Child Nutrition Staff, Principals and other school administrators.

Working Conditions and Physical Demands

Must have the ability to stand for extended periods of time. Must be able to see and read printed material with or without vision aids and speak in audible tones so that others may understand clearly. Requires the ability to operate office equipment and kitchen equipment.

Supervision Exercised: Child Nutrition Services Staff

Supervision Received: Director II, Child Nutrition Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Director II, Child Nutrition 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:

Supervisor Date

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

Employee Name (Print) Signature Date

6/14/10 lr