Purpose Statement:

The Director of the Child Nutrition Program oversees, plans, implements, and evaluates all facets of the Breakfast, Breakfast in the Classroom, Lunch, Snack, Afterschool Snack, Department of Health’s Child and Adult Food, and Fresh Fruits and Vegetable programs, ensuring that school meals are nutritious, age-appropriate, appealing, and cost-effective. This individual will report to Associate Superintendent of Schools, Public Policy and Student Services, Michael Coppotelli. The director will ensure compliance with government regulations, authorize all hiring decisions, manage budgeting and accounting matters, and direct the purchasing and allocation of food and related equipment. Additionally, this individual will be tasked with expanding the program, modernizing the department, identifying new efficiencies and implementing substantial procedural and organizational change.

Essential Functions and Responsibilities:

- **Government Compliance**
  - Expert knowledge of all city, state and federal government policies and regulations as they pertain to funding and guidelines for the Child Nutrition Program;
  - Maintain fluid knowledge of developing policies in government agencies, especially the US Department of Agriculture;
  - Conduct regular site visits to ensure that facilities and equipment are fully compliant with all Department of Health, Department of Buildings, New York State Education Department and New York City Department of Education codes and regulations;
  - Comprehension of the Free and Reduced Lunch program;
  - Ensure that all kitchen staff possess government-mandated training and provides for the means to achieve such certification; and
  - Maintain a working relationship with applicable federal, state and city government agencies.

- **Program Oversight**
  - Oversee and direct Child Nutrition Program deputies and managers, ensuring that the staff under their purview are fulfilling their duties;
Interact and contract with food vendors, purchasers and brokers, monitoring market trends and potential menu enhancements;

Create, maintain and constantly update an inventory tracking system, including both food and equipment totals and locations;

Facilitate the identification, purchase, installation and maintenance of any necessary or desired kitchen equipment; and

Form strong ties with principals of host-schools and serve as their point of contact for questions, concerns and ideas.

**Fiscal Oversight**

Work closely with the Child Nutrition Program accounting department to keep precise, up-to-date records of all expenses, purchases and obligations;

Ensure that all children eligible for Free and Reduce Lunch receive every bit of assistance possible by diligently securing all available government funding and reimbursement;

Plan future costs and revenue streams; and

Prepare financial reports for internal and external stakeholders and oversight entities.

**Personnel Management**

Serve as the liaison between the Child Nutrition Program and the Archdiocese of New York Human Relations department;

Prepare job descriptions, identify and interview candidates and make hiring decisions;

Prepare documentation for personnel decisions as required; and

Schedule and conduct staff meetings.

**Improvement Opportunities**

Modernize record keeping, staff communications and operational procedures with a focus on reducing physical paperwork;

Identify duplicative procedures and inefficient operations and implement correlating policy changes;

Expand the Child Nutrition Program into more schools by identifying financially-viable hosts and/or devising creative budgeting strategies and funding opportunities; and

Monitor successful school food programs throughout the country to identify initiatives and strategies to be added/implemented in our schools.
**Required Qualifications, Skills and Attributes:**

- A Bachelor’s Degree is required while a Master’s Degree is encouraged;
- A minimum of five to ten years experience directing a Child Nutrition Program, preferably of a large size;
- School Nutrition Association Certification Preferred
- Proficiency in computer-based applications, such as Word, Excel, Adobe, PowerPoint and more;
- Familiarity with government and organizational online interfaces;
- Knowledge of policies and recommended practices from the National Food Manage Institute, School Nutrition Association, School Food Association and other applicable organizations;
- Excellent oral and written communication skills;
- Meticulous organizational skills; and
- The ability and willingness to make difficult decisions as they pertain to budgeting, purchasing and employment matters.

**Compensation and Benefits**

- Compensation commensurate with experience;
- Competitive benefits package offered; and
- Salary is negotiable.

Interested candidates should send a cover letter and resume to:

[Michael.Coppotelli@archny.org](mailto:Michael.Coppotelli@archny.org)

Applications accepted on rolling basis until the position is filled.