

Archdiocese of Galveston-Houston Director of Child Nutrition

Position Description

The Archdiocese of Galveston-Houston is seeking a collaborative and dynamic individual to serve as the Director of Child Nutrition in the Secretariat for Catholic Schools. The City of Houston is currently the fourth largest and one of the fastest growing cities in the United States. The Archdiocese of Galveston-Houston serves the spiritual needs of its 1.2 million Catholics with worship in over fourteen languages in 146 parishes. It is the home of the largest private school system in the State of Texas and its educational outreach spans a growing family of 50 elementary and 10 High Schools. Included among these inner city, rural, parochial, and private schools are some of the oldest Catholic schools in the state. These schools serve approximately 18,000 students and their families. The Archdiocesan school system recently expanded with the opening of a new high school in 2013 and new elementary schools in 2014 and 2018.

Under the supervision of the Associate Superintendent and in collaboration with the Superintendent, this position provides vision and leadership for developing, implementing, managing and evaluating the nutrition program in the Inner City Catholic schools with possible expansion to other interested schools, initiatives, and functions for the Catholic Schools Office. This position manages the National School Lunch and School Breakfast Programs as well as creates a method to identify, evaluate, prioritize, and implement the National School Lunch and School Breakfast Programs within our schools. In addition, this person hires, trains, and manages all lunch program employees across all participating schools. In addition, this person serves as a liaison to the Before and After School Program Directors for all of the schools, and this position takes responsibility for planning, executing, and facilitating the Before and After School Program Directors' meetings.

The Director of the Child Nutrition program coordinates with appropriate staff on nutrition programs that support student learning, complies with all federal guidelines for the implementation of successful National School Lunch and School Breakfast Programs, manages and evaluates all aspects of the programs, and initiates programs to increase participation within the Archdiocese of Galveston-Houston Catholic Schools. This position plans and executes professional development opportunities for principals and their teachers and staff inclusive of providing training and support for Archdiocesan-wide nutrition programs. The Director of Child Nutrition disseminates lunch program information throughout the participating school communities to increase literacy in child nutrition. This position works interdependently with various shareholders to write guidelines and finance updates to encourage proper nutrition and fiduciary responsibility. The Director of Child Nutrition serves as an advisor to the Superintendent on nutrition matters and serves on committees to contribute nutrition expertise to schools.

The Director of Child Nutrition demonstrates positive interpersonal skills; is a proactive problem solver, has a deep commitment to continuous learning; understands and can lead others through change processes; and is dedicated to raise the expectations and achievement levels for all students within the Archdiocese.

In addition, this position provides advice and information; achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines and policies; and serves as a collaborative member of the CSO team. This position requires that the Director of Child Nutrition has and continues to maintain an established reputation as a leader in the educational profession.

General Requirements

The Archbishop is the chief teacher of the faith in Catholic PreK-12 schools. The Superintendent, Associate Superintendent, Assistant Superintendents, and Directors assist in this ministry and, in cooperation with the pastors and principals, commit to upholding the Catholic identity of all Archdiocesan, Religious order, and associated private schools. Suitable candidates must be active Roman Catholics in full communion with the Catholic Church, a visionary leader and energetic advocate for the ministry of Catholic education, and faithful disciples of Catholic philosophy, values, and teachings.

Education/Certification/Experience

Bachelor's degree, state recognized certificate for child nutrition directors, and at least 1 year of relevant school nutrition program experience preferred.

General Duties

Special Knowledge/Skills:

- Knowledge of menu planning, food purchasing, and preparation of foods in a food service environment
- Ability to manage budget and personnel
- Ability to coordinate Archdiocesan school functions
- Ability to interpret policies, procedures and data
- Strong organization, communication, and interpersonal skills
- Ability to organize and supervise special functions

Major Responsibilities and Duties:

Food Service Operations

1. Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.
2. Conducts routine on-site reviews of all facilities operated by the Archdiocese
3. Assists in the development of all menus. Assists in the selection of food items that meet dietary guidelines.
4. Works with and assists the school principals to insure the smooth operation of the school meal program.
5. Establishes and directs process of providing free and reduced lunch applications following United States Department of Agriculture guidelines for meal eligibility and reimbursement of federal funds.

6. Develops and maintains written department procedures for all food service operations.
7. Monitors the Archdiocese's Agreement with the State Board of Education to ensure the district is in compliance with the provisions of the legally-binding Agreement
8. Compiles, maintains, and files all reports, records and other documents required.
9. Implements free/reduced price meal program in a manner that protects and preserves the civil rights of all students
10. Develops, implements and monitors the Archdiocese's mandated HACCP Plan and ensures each school is inspected at least quarterly by the local Department of Health
11. Contributes to the nutrition and nutrition education components of the Archdiocese's local wellness policy
12. Implements Corrective Action when needed to address any deficiencies identified within the Archdiocese's Child Nutrition Program
13. Monitors the Archdiocese's use of Federal funds to ensure they are used only for allowable purposes

Budget and Inventory

1. Administers food service budget and ensures that programs are cost effective and funds are managed prudently.
2. Compiles budgets and cost estimates based on documented program needs.
3. Assists with development of a cost-effective and efficient system of procurement of all food, supplies and equipment meeting federal procurement and Texas Department of Agriculture standards.
4. Approves and forwards invoices and purchase orders for child nutrition to accounting department.
5. Projects annual operating budget and manages the budget on a monthly basis
6. Develops, implements and monitors internal controls to ensure financial accountability and program integrity
7. Establishes inventory management and control systems
8. Projects operating costs based on meal equivalents
9. Projects revenues and expenditures
10. Prepares justification for budget requests
11. Recommends meal and a la carte sales prices
12. Tracks revenues and expenditures by object codes
13. Implements and monitors a reliable system of cash management
14. Oversees payment of invoices in an accurate and timely manner
15. Maintains fixed asset inventory
16. Prepares required reports
17. Retains appropriate financial and participation records

Personnel Management

1. Prepares job descriptions
2. Interviews candidates for employment
3. Makes hiring decisions on behalf of the Archdiocese
4. Prepares required document for personnel decisions
5. Supervises personnel within the Child Nutrition Program
6. Develops/Implements employee performance management system

7. Maintains appropriate personnel records
8. Conducts appropriate staff meetings
9. Determines staff training/development needs
10. Develops/Implements appropriate staff training and development
11. Establishes staffing formula for schools to ensure optimal productivity
12. Balances labor and food costs to promote operational success

Purchasing and Contracting

1. Develops and revises (as needed) the Archdiocese's Child Nutrition Program procurement plan and ensures the plan is consistent with Federal, State and local procurement regulations and policies
2. Develops and submits product bid specifications for all foods and supplies to prospective vendors
3. Establishes a system for the procurement and distributions for food and non-food supplies
4. Evaluates bids and product quality prior to awarding contracts
5. Recommends vendors to receive product contracts
6. Monitors the Terms and Conditions of the contracts to ensure Contractor compliance
7. Oversees testing of products
8. Develops and submits Requests for Proposals for non-food items including equipment, technology/software and services
9. Conducts competitive negotiations with potential vendors as needed
10. Enforces the Archdiocese's Procurement Code of Ethics to ensure integrity in the procurement process and prevent potential conflicts of interest

Marketing and Public Relations

1. Develops social marketing plans to involve students, parents, school personnel, and community partners in the Archdiocese's Child Nutrition Program
2. Seeks and responds to student, parent, media, community, and other concerns
3. Maintains relationships with community agencies and collaborates to achieve mutual goals
4. Prepares appropriate newsletters, news releases, and brochures to inform, involve, and engage the community in various Child Nutrition initiatives

Safety

1. Oversees a child nutrition safety program
2. Maintains safety standards that conforms with federal, state, and insurance regulations
3. Develops a program of preventative safety

Other

1. Attends professional growth activities to keep abreast of innovative techniques for food service operations
2. All other duties as assigned by the Superintendent and/or the Associate Superintendent

Supervision Exercised: Child Nutrition Services Staff

Supervision Received: Superintendent and Associate Superintendent

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours.
226 calendar days worked.

Candidates must undergo a background and credit check.

Please send cover letter, resume and salary requirements to resume@archgh.org with Director of Child Nutrition in the subject line.