

JOB ANNOUNCEMENT

Wilcox County Board of Education
Camden, Alabama

March 16, 2022

CNP Assistant Director
(Central Office)

Position: The Wilcox County Board of Education is accepting applications for the above. The deadline until filled.

Requirements:

1. ■ Good general health.
2. ■ Bachelor's degree.
3. ■ Demonstrated aptitude for successful performance of the tasks listed.
4. ■ Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Assists in planning, organizing, and administering food service programs for all schools in the system.
2. Assists in monitoring local lunchroom operations according to established policies and procedures.
3. Maintains confidentiality of information.
4. Establishes standards for procurement, storage, preparation, and serving to insure quality products.
5. Maintains a cooperative attitude with colleagues, students, and the public.
6. Purchases food and supplies for menus according to state bid law.
7. Maintains appropriate purchase order copies, invoices, and/or payment records for all child nutrition disbursements.
8. Assists with budget preparation, coordinates with other departments to assure maximum services, and maintains records/reports/inventories in accordance with policies.
9. Requires and promotes safety and cleanliness in all food service functions and operations.
10. Assists in coordinating the Summer Feeding Program.
11. Assists in compiling, maintaining, and filing all reports and data required or administratively useful, and disseminates this information, as appropriate, to other educational institutions, lay groups, the State Department of Education, and the U.S. Office of Education.
12. Assists in establishing standard practices and procedures for receiving and processing requests.
13. Demonstrates proficiency in written and oral communication.
14. Assists in planning, organizing, and implementing training programs for personnel and implements a plan of professional growth of staff assigned to areas of responsibility.

15. Demonstrates effective interpersonal relations skills.
16. Uses technology efficiently.
17. Complies with federal and state laws and state and local board policies.
18. Performs other tasks consistent with the goals and objectives of this position.
19. Assumes other essential functions specified by the Superintendent and Child Nutrition Program Director.

Salary: Twelve-month salary will be commensurate with qualifications and years of experience as based on the adopted 2021-2022 salary schedule.

Application Procedures: An official application must be submitted along with resume, credentials, and reference letter. *Applicants will be considered based upon information provided in their applications.* For further information, contact Ms. Sheridan Robimson, Child Nutrition Director at 334-682-4716 ext. 6631.

Dr. André P. Saulsberry, Superintendent
Wilcox County Board of Education
Post Office Box 160
Camden, Alabama 36726
(334) 682-4716

It is the official policy of the Wilcox County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity or employment.