

JOB DESCRIPTION: DIRECTOR OF NUTRITION EDUCATION & CULINARY ARTS

BOYS & GIRLS CLUBS
Raleigh, NC

- Salaried Non Exempt \$ 41,500.00

PERFORMANCE

PROFILE SOURCE: MANAGEMENT PROFESSIONAL

REPORTS TO: VICE-PRESIDENT OF OPERATIONS

PRIMARY FUNCTION:

Plan and manage overall Club food, nutrition education and culinary arts programs; recruit, select, train and supervise staff and volunteers; understand and implement organizational policies, procedures and goals; guidance and problem-solving; market and publicize Club program to community; work closely with schools, school administrations, local community agencies and local restaurants; manage and maintain the facility and equipment under your care.

KEY ROLES

Leadership

1. Establish Club feeding, nutrition education and culinary arts programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of Youth Development Outcomes.
2. Ensure healthy and safe environment, ensuring facilities equipment and supplies are maintained and programs are conducted within both Nash and Wake County Health and Environmental Services codes and ordinances at all times.
3. Obtain ServSafe Certification as well as instructor and proctor capabilities.

Strategic Planning

4. Plan, develop, implement and evaluate overall nutrition education programs, services, and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

Resource Management

5. Manage financial resources of the overall feeding, nutrition education and culinary arts programs to ensure the proper control of expenditures against budget.
6. Oversee the purchase of food/supplies for the Summer Feeding Program, CAFCP, the Pro-Teen Grill and all education programs conducted out of the kitchen.
7. Ensure the proper record keeping for all programs requiring reimbursement by third party payers; this includes proper oversight of kitchen inventory.
8. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
9. Recruit, hire, train and manage all paid and volunteer personnel to staff the feeding, nutrition education and culinary arts program. Conduct regular staffs meetings to ensure communication.

Partnership Development

10. Develop partnerships with parents, community leaders, schools and school administrators, organizations and businesses to grow and enhance the feeding, nutrition education and culinary arts programs of the Boys & Girls Clubs.

Marketing and Public Relations

11. Work with Resource Development and Marketing team to develop and maintain public relations to increase the visibility of program, services, and activities within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

1. Purchase or approve purchase of supplies and equipment.
2. Work with staff on special events to carry out program in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Will be responsible for record-keeping and appropriate summary reports for grants supporting Club programs.
5. Will assume a supportive leadership role with all Boys & Girls Clubs in Wake County.
6. Will assume lead role on issues and initiatives pertaining to child nutrition and culinary arts.
7. Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club professional staff to interpret and explain organization mission, program objectives and standers, discuss issues and provide/receive information. Has regular contact with members as needed to discipline, advise, and counsel.

External: Maintain contact with external community groups, school, members' parents, and businesses in order to ensure the delivery of a high quality program to our members.

SKILLS/KNOWLEDGE REQUIRED

- A minimum of two-year degree from accredited institution, preferable in nutrition education, culinary arts or related field.
- Strong communication skills, both oral and written.
- Ability to deal effectively with members including discipline problems.
- Working knowledge of budget preparation, control and management.
- Skills in fund-raising events.
- Demonstrated ability in working with young people, parents, and community leaders.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Vice-President of Operations **Date**

Approved by: _____
President/CEO **Date**