



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

ASSISTANT AGENT: NUTRITION SERVICES

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in the oversight, management and administration of District-wide Nutrition Services programs; monitor food production and preparation, safety and sanitation to ensure compliance with District, Federal and State regulations and policies; develop and implement operations and training policies; train, supervise and evaluate Nutrition Services personnel; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Manage and direct the development, implementation and evaluation of work programs.
- Plan, process, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations.
- Plan, organize, direct and coordinate the performance of assigned supervisors and staff; establish performance requirements and personal development targets.
- Provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Plan, implement, manage, oversee, coordinate, review and assist in the administration of District-wide nutrition service programs.
- Plan, supervise and coordinate daily nutrition service operations to ensure compliance with federal, and State regulations and policies.
- Coordinate and review to ensure compliance with federal and State regulations.
- Assist in the analysis of operations for cost effectiveness; work with staff and administrators to implement improvements and changes.
- Ensure adherence of nutrition service programs in meal accountability.
- Assist in developing department and District-wide nutrition policies and procedures.
- Evaluate staff training needs and develop training materials and manuals.
- Participate in the testing and selection of new nutrition service products, supplies, materials and equipment.
- Arrange and conduct training classes and evaluate trainee performance.
- Analyze requested staff changes; assign and adjust staff time in accordance with staffing formulas.
- Develop and review work schedules and production standards with staff.
- Conduct and participate in interviews; assist administrators in making hiring decisions.
- Assist in conducting research to improve quality and service.
- Assist in developing and participate in public relations projects.
- Assist Nutrition Services supervisors with operations issues, needs and concerns.
- Resolve parent and student issues and complaints.
- Oversee the management of catering to District offices and school sites.
- Respond to and resolve health and safety, vandalism, theft and fire issues and problems.
- Implement and disseminate menus for students who have special dietary needs.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and techniques of overseeing and managing food service program; including cost accounting techniques and orientation and training methods.
- Methods of quantity food preparation, service and storage; including safe and proper temperature of heated foods and portion controls.
- Federal and State health and safety regulations as they apply to food preparation and services.
- Federal and State regulations governing child nutrition programs such as USDA donated food usage, free and reduce meal programs for needy students and competitive sales.
- Methods and procedures for efficient staff utilization including time and motion studies and work scheduling.
- Methods and practices of sanitary food handling and storage.
- Methods of proper operation and maintenance of food service equipment.
- Rialto Unified School District techniques of record-keeping, ordering of food and equipment and inventory maintenance.
- Principles and practices of effective management and supervision.
- District classified human resources policies and procedures and labor contract provisions.

ABILITY TO:

- Organize, manage, coordinate, implement, administer, oversee and evaluate District-wide nutrition center programs.
- Supervise, train and evaluate performance of assigned staff.
- Develop and implement operation and training policies and procedures.
- Analyze food service operations for cost effectiveness and efficiency.
- Maintain records, compile and verify data and prepare reports.
- Operate standard kitchen machines and equipment safely and efficiently.
- Operate a computer using word processing, spreadsheet and other business software.
- Communicate clearly and effectively, orally and in writing.
- Use tact, discretion and courtesy in dealing with sensitive situations and individuals.
- Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty, parents, students and other encountered in the course of work.

EDUCATION AND EXPERIENCE:

EDUCATION:

Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

EXPERIENCE:

Five years of responsible experience coordinating and directing a comprehensive school district food service program.

Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business and nutrition education.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.
- A current SERV Safe certificate.

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will frequently walk, stand or sit for extended periods of time, and may occasionally involve ascending and descending ladders, stairs, scaffolding, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 1/1/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**