

## **ASSISTANT DIRECTOR, NUTRITION SERVICES**

### **DEFINITION**

Under the direction of the Director of Nutrition Services, assists in the oversight, management and administration of District-wide Nutrition Services programs; monitors food production and preparation, safety and sanitation to ensure compliance with District, Federal and State regulations and policies; develops and implements operations and training policies; trains, supervises and evaluates Nutrition Services personnel; and performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- Manages and directs the development, implementation and evaluation of work programs. Plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations
- Plans, organizes, directs and coordinates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets
- Provides leadership and participates in programs and activities that promote a positive employee relations environment
- Plans, implements, manages, oversees, coordinates, reviews and assists in the administration of District-wide nutrition service programs
- Plans, supervises and coordinates daily nutrition service operations to ensure compliance with federal, and state regulations and policies
- Coordinates and reviews to ensure compliance with federal and state regulations
- Assists in the analysis of operations for cost effectiveness and works with staff and administrators to implement improvements and changes
- Ensures adherence of nutrition service programs in meal accountability
- Assists in developing department and District-wide nutrition policies and procedures
- Evaluates staff training needs and develops training materials and manuals
- Participates in the testing and selection of new nutrition service products, supplies, materials, and equipment
- Arranges and conducts training classes and evaluates trainee performance
- Analyzes requested staff changes and assigns and adjusts staff time in accordance with staffing formulas
- Develops and reviews work schedules and production standards with staff
- Conducts and participates in interviews; assists Director in making hiring decisions
- Assists in conducting research to improve quality and service
- Assists in developing and participates in public relations projects
- Assists Nutrition Services Supervisors with operations issues, needs and concerns; resolves parent and student issues and complaints
- Oversees the management of catering to District offices and school sites
- Responds to and resolves health and safety, vandalism, theft and fire issues and problems
- Implements and disseminates menus for students who have special dietary needs.

### **QUALIFICATIONS**

#### **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.

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.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical activities that persons performing service within this 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.

**EXPERIENCE AND EDUCATION**

**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.

**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.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License. A current ServSafe certificate.

**Condition of Employment:** Insurability by the District liability insurance carrier may be required.

**04/28/2016**