**Assistant Director of Child Nutrition**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition

**Dept/Campus:** Child Nutrition **Paygrade:** P- 2

**Wage/Hour Status:** Exempt **Date Revised:** January 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Facilitate the efficient operation of the Child Nutrition Department. Assist in the direction and management of the Child Nutrition program and supervise district Child Nutrition operations. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED required

Bachelor of Science in Food and Nutrition, Business Management or related field Preferred

5 years’ personnel management experience

**Special Knowledge/Skills:**

Knowledge of nutrition, meal planning, food purchasing, and preparation of foods in a food service environment

Knowledge of federal and state laws regarding food preparation and service

Demonstrated ability to function effectively with all levels of district

Ability to interpret data

Demonstrated organizational, communication, management and interpersonal skills

Ability to comprehend and apply written and verbal guidelines and directions, and explain these to others Ability to establish and maintain positive working relationships

Ability to manage department operations while maintain fiscal integrity

**Experience:**

Five years of successful management experience supervising teams in an administrative position

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Effectively conduct on-site inspections of food service facilities districtwide
2. Effectively operate within budget
3. Mange and supervise personnel
4. Implement policy and procedures
5. Coordinate district catering functions
6. Establish and direct process to promote operational efficiencies in inventory, ordering and procurement.
7. Assist with developing and maintaining written procedures for all child nutrition operations
8. Responsible for ensuring operations records are retained for audit purposes
9. Ensure that employee time records are accurately maintained and data necessary to process child nutrition payroll is delivered in a timely manner
10. Complete minimum annual continuing education requirements
11. Assist director in developing and administering budget based on documented needs and ensure that operations are cost effective and funds are managed prudently
12. Assist in selecting, training, supervising, and evaluation staff and make recommendations relative to assignment, retention, discipline, and dismissal
13. Develop training options and improvement plans to ensure exemplary operation in the child nutrition department.
14. Assist with the development of menus that meet established nutritional requirements for students
15. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms and warehouse
16. Maintain safety standards that align with federal, state, and insurance regulations and develop a program of preventive safety
17. Organize and conduct training programs to promote safe food handling and a safe work environment
18. Assist with preparing and revising job descriptions in the child nutrition department
19. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval
20. Assist in evaluating staffing needs based on meal per labor hour calculation worksheet for each campus
21. Manage key inventory system for department
22. Mange repairs, maintenance and cleaning schedules for departmental fleet vehicles
23. Manage child nutrition maintenance and technology work order system for the district
24. Keep departmental webpage updated
25. Ensure departmental food cost stays within parameters given by the director
26. Ensure inventory values are complete and accurate and audits of inventory levels are free from findings
27. Communicate effectively with staff, school faculty, parents, students and community
28. Routinely monitor and evaluate foodservice units using findings to implement programs which will facilitate improvement
29. Confer regularly with staff to evaluate individuals and unit performance
30. Use evaluation tools to clearly identify areas of strength and areas that need improvement
31. Participate in preparation of specification and bid conditions for food, paper, cleaning and equipment used in foodservice
32. Work collaboratively with vendors and processors to manage departmental procurement practices
33. Evaluate bid item compliance with specifications. Ensure all departmental purchases are compliant with bid specifications.
34. Comply with professional code of ethics and conduct
35. Comply with regulations of USDA and TDA
36. Ensure staff development and training requirements for all staff members are completed and tracked for audit purposes
37. Ensure Wellness policy is monitored and publish tri annual reporting as required by TDA
38. Assist in preparing department for successful regulatory agency and state health department reviews and inspections
39. Implement Summer Feeding Programs in low-income areas within our city and county
40. Implement CACFP Program for after school meals and snacks
41. Ensure accuracy of claim for reimbursement and supporting documentation for all meals and snacks served
42. Create a positive work environment to build a team approach with staff
43. Demonstrate behavior that is professional, ethical and responsible
44. Articulate a positive image of the school district and school district personnel

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of Child Nutrition Warehouse and Inventory employees.

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, audiovisual equipment and other modern office equipment. Also, various kitchen and food preparation equipment

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties include moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide travel; occasional prolonged and irregular hours. Exposure to extreme hot and/or cold temperatures; exposure to chemicals, sanitizing and pest control; hazards include cuts from utensils, burns from hot foods and equipment; work on slippery and uneven surfaces.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date