

Assistant Director, Nutrition Services

Definition

Under the direction of the Director of Nutrition Services, the Assistant Director, Nutrition Services provides assistance with the planning, organizing, and direction of the District's nutrition services programs; coordinates food service operations in compliance with District, local, state, and federal regulations, policies and procedures; trains, directs, and evaluates assigned personnel; conducts on-site inspections of kitchen cafeterias and monitors food production and preparation.

Examples of Duties

- Oversees the Point of Sale (POS) Program. Coordinates, evaluates, and analyzes department POS requirements, software, and equipment. Conducts POS training, including inventory and daily sales. Directs duties of the computer technician in troubleshooting computer, printer, and POS problems at the school sites. Oversees year-end software procedures and cafeteria computers.
- Oversees and promotes the Catering Program to the District office and school sites. Orders special products. Sets pricing and coordinates order confirmation, event planning, and billing activities.
- Assists in the planning, developing, and monitoring of the food service operations and nutritional programs of the District and, in the absence of the Director, assumes responsibilities for the department.
- Arranges equipment maintenance and repairs as needed.
- Supervises central kitchen operations in the absence of individual supervisors.
- Assists in the establishment of uniform personnel practices and basic job descriptions.
- Interviews and selects candidates for employment in the food services department.
- Assists in the planning of work schedules, establishing work performance standards, and evaluating performance of food service employees.
- Participates in personnel recommendations and resolving personnel matters in accordance with District policies and bargaining unit agreements.
- Provides leadership to site supervisors and field supervisors in order to train and retrain highly competent staff.
- Plans, organizes, and conducts meetings and inservice presentations for food service employees, including topics of program guidelines, service, sanitation, safety, POS, and other related topics.
- Visits site cafeterias to supervise, analyze, determine, and recommend procedures, practices, and methods of efficient and safe food preparation operations.
- Monitors and inspects school site food service activities to ensure food quality, sanitation practices, nutrition standards, and safety conditions to meet established requirements.
- Interacts with other District departments and personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.

- Oversees department attendance reporting, validates time cards, and monitors hours of food service employees.
- Arranges for substitutes when employees are absent.
- Reviews and analyzes cafeteria daily sales reports and over/short reports.
- Plans, coordinates, implements, and oversees supervision of the summer food service program.
- Prepares informational bulletins, operation manuals, required reports, and needs assessments.
- Attends conferences and meetings as directed.
- Assists in menu planning and development.
- Drives a vehicle to conduct work.
- Ensures meals are provided to children with special dietary needs, including food allergies and other medical conditions.
- Assists in utilization of commodity and inventoried foods.
- Performs other administrative duties as assigned.

#### Education and Experience

Bachelor's degree from an accredited college or university with a major in food service management, business management, nutrition, public health, or closely related field is highly desirable. At least three years of increasingly responsible experience in food preparation, including recent administrative or supervisory experience in food service operation. Experience in school food service is preferred.

#### Licenses and Other Requirements

Valid California driver's license is required along with a good driving record and the ability to maintain insurability under the District's vehicle insurance policy. Possession of Safe Food Handlers Certificate within six months of employment, as well as meeting requirements to keep certificate current.

#### Knowledge of:

- Federal, State, and local laws and regulations governing child nutrition programs;
- Principles of nutrition related to the feeding of school age children;
- Principles of management for cafeterias and food service operations;
- Methods of preparing, cooking, and serving foods in large quantities;
- Sanitation and safety practices related to handling, cooking, baking, and serving food;
- Use of current technology in the work setting;
- Computer systems, including proficiency in Excel, Word, and Nutri-Kids;
- Quality control techniques, practices, and procedures;
- Food service quality, portion control, and appearance standards related to food items
- Personnel management;
- Procedures and techniques of operations analysis, records development, and management.

Ability to:

- Organize, manage, coordinate, implement, administer, oversee, and evaluate District-wide nutrition services operation;
- Evaluate food products, supplies, and equipment;
- Plan and supervise work;
- Train and supervise personnel;
- Communicate effectively both orally and in writing;
- Speak in front of small to large groups in formal and informal settings;
- Analyze nutrition service operations for cost effectiveness and efficiency;
- Establish and maintain cooperative and effective working relationships with others;
- Understand and follow oral and written directions;
- Work effectively with little or no supervision;
- Use good judgment;
- Use tact, discretion and courtesy in dealing with sensitive situations;
- Maintain confidential or privileged information;
- Manage multiple projects simultaneously;
- Meet schedules and timelines;
- Operate a personal computer and other modern office equipment;
- Perform essential functions for the job.

Working Conditions

School cafeteria and office environments; subject to heat from ovens and cold from walk-in refrigerators and freezers; driving a vehicle to District locations to conduct work; lifting objects up to 40 pounds.