

**Assistant Director of Child Nutrition
New Hanover County Schools**

Job Description

Class: Administrative
Division: Operations
Dept.: Child Nutrition

TITLE: Assistant Director

QUALIFICATIONS:

1. Bachelor's degree in nutrition or a related field, or equivalent Associate degree with relevant work experience.
2. Three to five years of experience in the food service industry or a related field, and at least three years as a supervisor.
3. Certification in Food Protection Manager and ServSafe or equivalent.
4. Hold valid North Carolina driver's license.
5. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Director of Child Nutrition

JOB GOAL: To confidently assist the Director of Child Nutrition (CN) in carrying out policies and philosophies of the district's child nutrition program; exemplify leadership for a high performing organization delivering exceptional food services to schools and the community; develop and maintain harmonious and productive working relationships with staff, students and clients; and analyze methods to maintain and improve services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools and ensure Child Nutrition Programs operate in accordance with all state, federal and local guidelines.
2. Set standards for safety in individual facility kitchens and school cafeterias.
3. Participate in hiring and retention of all CN personnel and make personnel assignments to the various cafeterias.
4. Ensure CN staff are properly trained and evaluated on performance in accordance with district policy and procedures. Participate in training programs for child nutrition personnel.
5. Provide guidance to CN Supervisors to help resolve personnel issues among staff.
6. Collaborate with CN Supervisors to monitor working conditions in facilities and recommend labor staffing to increase efficiency in designated schools.

7. Survey and purchase kitchen equipment and make recommendations for modifications to increase efficiency.
8. Participate in capital outlay; review cost and usage of materials, food, capital, fiscal policies and procedures.
9. Participate in the implementation of merchandising programs at schools.
10. Manage procurement documentation and train CN Supervisors to ensure procurement requests are fulfilled accurately.
11. Report to the Director on a continual basis the findings, problems, resolutions and successes observed at all CN sites.
12. Perform additional duties as directed by the CN Director or the Assistant Superintendent of Operations.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: School Administrator 3

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate knowledge of the requirements of Child Nutrition Programs.
- Demonstrate working knowledge of budgetary principles.
- Demonstrate considerable knowledge of food preparation and serving practices.
- Ability to develop and maintain productive work relationships.
- Ability to compile and analyze data.
- Ability to communicate clearly and concisely, both orally and in writing, with school personnel, employees and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software, Titan, and Google Suite programs.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved child nutrition programs and services.