

WESTMINSTER SCHOOL DISTRICT

TITLE: ASSISTANT DIRECTOR OF NUTRITION SERVICES

BASIC FUNCTION:

In association with the Director of Nutrition Services, assists in planning, coordinating, and directing a district-wide child nutrition and food service program, using a critical level of decision-making; provides assistance and direction in purchasing, budget development, and program administration, and menu planning. Coordinates and directs the district's food preparation, distribution programs and staff scheduling as required.

REPRESENTATIVE DUTIES:

Works with the Director of Nutrition Services to create menus that provide meals that are within the approved meal pattern according to the appropriate Federal and State program guidelines.

Responsible for regular visits, site monitoring, and reviews of seventeen food service kitchens in order to assure safe and efficient operations. Also responsible for reviewing work in the Central Nutrition Center and assisting food service personnel with operations in the Central Kitchen to assure that all sites receive adequate food each date for complete meal service to all students.

Responsible for quality, appearance, temperature, and portion control of foods being prepared and distributed to the schools. Reviews and maintains transport and production records for completion and accuracy. Recommends and takes corrective measures as needed. Prepares reports for Health Department and other regulatory agencies as required.

Manages and reconciles monthly food and supply inventory for all sites and Nutrition Center. This includes the review book inventory against physical inventory by site.

Manages commodity food budget for the year based on department goals. Orders food, equipment and supplies for use in the Nutrition Center and satellite kitchen facilities.

Hire, train and develop staff. Conduct orientations for new staff. Conduct training sessions and on-going training for Nutrition Service staff as assigned. Develop training programs based on department needs.

Selects, supervises and evaluates personnel for the department. Coordinates work schedules, creates task lists, assigns duties, conducts staff meetings, and develops meeting agendas.

Handles catering activities for special events.

Maintains payroll records and time sheets, report forms and inventory records for equipment and supplies maintained at the Nutrition Center and each individual satellite kitchen.

Responsible for the oversight, monitoring, and organization of the District-wide special diet program. This includes all required medical accommodations, menu planning, and program facilitation and management.

Each day prepare, reconcile and review a wide variety of reports related to daily site activity such as portion control, industrial accidents, production reports, orders, transport reports, inventories and recipes. Make adjustments as necessary to reflect changes to lunch counts or menu items.

Ensure the Nutrition Center and all school sites are adequately staffed in order to prepare, deliver, and serve all meals on time each day. After-hours staffing coordination for the department as necessary.

Attend a variety of meetings, conferences and other gatherings; receive and provide information, discuss, respond to questions, issues and complaints related to the food service program.

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REPRESENTATIVE DUTIES cont:

Drive to various sites to conduct work.

Works with the Director of Nutrition Services, in the operation of the District's food services programs; assumes full responsibility for the program in the absence of the Director.

OTHER REPRESENTATIVE DUTIES:

Performs other related duties as required or assigned.

KNOWLEDGE AND ABILITY:

KNOWLEDGE OF:

Food, nutrition, dietetics, and home economics.
Methods of cooking, baking, preparing and serving food items in large quantities.
Methods of developing, adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to the cooking and preparing food in large quantities.
Nutritional values and menu planning techniques.
Operation of commercial kitchen equipment and utensils.
Principles and practices of training and supervision.
Laws, codes, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic budgeting practices regarding monitoring and control.
Proper methods of food rotation and storage.
Inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Mathematical computations.
Proper lifting techniques.

ABILITY TO:

Plan, organize, and direct the work of subordinate supervisory and other food service personnel.
Make arithmetic computations quickly and accurately.
Organize, schedule and direct the operation of a large prepared food distribution program.
Keep records; prepare reports and production/distribution work sheets.
Estimate amounts of foods needed for distribution to students through a network of satellite school kitchen, or distribution centers, and to calculate usage figures.
Understand and carry out both oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Bend, stoop, push, pull, and be able to lift objects weighing up to 40 pounds by oneself, or greater than 40 pounds with assistance.
Plan, coordinate and manage the daily activities and operations of the Nutrition Center & Warehouse.
Prepare, cook and bake food items in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Develop, test, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Observe and follow health and safety regulations.
Operate commercial kitchen utensils and equipment.

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ABILITY TO cont.

Operate a computer and assigned software.
Monitor and control expenditures.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Operate a motor vehicle.
Plan and organize work.
Meet schedules and timelines.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director of Nutrition Services.

Supervises and evaluates assigned food service and office personnel. May be assigned to supervise the Nutrition Services Supervisor and other personnel.

Internal Contacts: Frequent and continuing contact with school and district administrative personnel, as well as food service personnel. Some contact with the Facilities Planning Director, students and advisory groups regarding student and adult meal preferences.

External Contacts: Continuing contact with food service vendors and suppliers. Some contact with PTA representatives, in-service training consultants and providers, state and county nutrition staff and Health Department personnel, as well as district architects, consultants and contractors assigned to work on food service projects.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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EDUCATION AND EXPERIENCE:

Education: An Associate degree from a recognized college; with a specialization in dietetics, nutritional management, operations management, business, nutrition, or a related field; including at least eighteen (18) semester units or their equivalent in such subject matter areas as food systems management, nutrition, personnel, sanitation/microbiology, marketing, financial management, or other related course work. Additional years of directly related experience (over and above the minimum experience noted below) may be substituted on a year-for-year basis for up to two years of the college requirement.

Experience: At least three years of institutional or commercial food services management experience, food service preparation, or in a large food service feeding program, including at least three years of supervisory responsibility; supervision of food service personnel (15 or more employees is desirable). An additional year of experience may substitute for one year of the required education. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Handler's Certificate issued by an authorized agency.
Valid California Class C driver's license as well as a dependable mode of personal motorized transportation and proof of liability and property damage insurance.

Applicants for this classification will be required to obtain and submit at his/her own expense his/her current motor vehicle driving record at the time of appointment. The record must be maintained and meet the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to walk; sit; use hands to finger, handle or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Americans with Disabilities Act:

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration; work surfaces may be slippery. The noise level in the work environment is usually loud. There may be occasional exposure to environmental and traffic hazards while driving to conduct work.

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APPOINTMENT:

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DEVELOPED BY:	<u>Classified Personnel Department</u>	DATE: August, 1994
APPROVED BY:	<u>Board of Trustees</u>	DATE: September 1, 1994
APPROVED BY:	<u>Personnel Commission</u>	DATE: September 7, 1994
REVISED BY:	<u>Classified Personnel Department</u>	DATE: May 7, 2014
APPROVED BY:	<u>Personnel Commission</u>	DATE: May 12, 2014