

# Job Description

Liberty Public School District

## Assistant Director of Nutrition Services

### Purpose Statement

The job of Assistant Director of Nutrition Services is done for the purpose/s of supervising, directing, and overseeing policy/procedures, interpreting data, and carrying out the established philosophy and policies of the Nutrition Services program to ensure compliance with district, local, state and federal regulatory standards impacting food safety, operational policy and procedures, and program funding.

This job reports to the Director of Nutrition Services.

### Essential Functions

- Collaborates with executive boards, administrators, auditors, outside organizations and professionals for the purpose of exchanging and assessing information, and planning, implementing and recommending policy, programs and initiatives with district, local, state, regional and national impact.
- Communicates with health professionals to develop individualized eating plans (e.g. special diets, life threatening allergies, etc.) for the purpose of ensuring the health and safety of students.
- Directs department operations (e.g. maintenance of services and the implementation of new programs and/or processes, etc.) for the purpose of providing services within established time frames and ensuring district compliance with federal, state, local, and district laws, policies and regulations.
- Directs the development of public information materials and media releases pertaining to the Child Nutrition program and meets with students, teachers, employees, vendors, community groups and professional and industry advisory boards for the purpose of marketing Child Nutrition programs.
- Directs a wide variety of programs related to Child Nutrition (e.g. staff training, bidding and procurement, menu planning, child nutrition software applications, nutrition education, etc.) for the purpose of ensuring district compliance with established guidelines and USDA compliance of the program.
- Facilitates meetings and workshops for the purpose of staff development, identifying issues and initiatives, developing strategies and recommendations and serving as a district, community, state and national resource for Child Nutrition.
- Interprets current scientific information on food, nutrition, diet and health to district professionals, parents, agencies and the public for the purpose of maintaining evidence based departmental practices and protocols for health, safety and student well-being.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars at local, state, regional and national levels for the purpose of conveying and/or gathering information required to facilitate the growth of a progressive Child Nutrition program.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Prepares a variety of reports for the purpose of assessing, implementing and conveying information and to meet and/or exceed federal, state and local regulations.
- Presents information at district, local, state and federal levels (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to program regulatory laws.
- Recommends district nutrition policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide-services.
- Supervises nutrition services administrative functions (e.g. hiring/termination recommendations; planning/scheduling/coordinating activities; training; advising; consulting; evaluating and counseling subordinate personnel as required; all subordinate nutrition service workers; nutrition and service activities and efforts, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpersonal aptitude.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices, knowledge of the principles of human nutrition, diet therapy, and menu planning.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: none.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** Bachelors degree in job-related area.

**Education (Preferred):**

**Equivalency:** A minimum of seven to ten years of experience in large scale food service management with an emphasis on a sustainable model that includes: menu planning, food procurement, staff

training and supervision and serving meals in a commercial or institutional environment, preferably to include experience with USDA Child Nutrition Standards and compliance.

**Required Testing**

None Specified

**Certificates and Licenses**

Registered and Licensed Dietitian, preferred  
School Nutrition Certification Level III, required within 90 days of employment  
School Nutrition Specialist, preferred  
ServSafe Certification, required within 90 days of employment  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

7/1/2021

**Salary Grade**

See Administrator Salary  
Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.