

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Nutrition Services Assistant-Director
Date Prepared or Last Modified: December 14, 2020
Work Year: 12 months
Department: Nutrition Services
Reports To: Nutrition Services Director

SUMMARY: Responsible for supervising and supporting site managers and central office staff to provide the highest quality food and service to the students and faculty while following federal, state, local, district and departmental regulations, policies and procedures. Utilizing a knowledge base of program regulations and culinary skills, duties will include promoting the nutrition services program, troubleshooting all site problems and issues, participating in district wellness programs, training site managers, evaluating equipment needs, participating in personnel selection, recipe development, nutritional analysis, allergies and special diets, procurement, commodities, construction of new sites

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 10% Create and manage innovative programs in the District to increase nutrition services participation and revenue.
- D 5% Recipe development from concept to implementation
- D 10% Instruct and evaluate kitchen managers and staff in record keeping, cost control, ordering, inventory control, sanitation procedures, and employee management, assuring compliance with all federal, state and local requirements for health and governance of the program.
- D 10% Direct supervision of high school nutrition services personnel and facilities to obtain maximum efficiency, including interviewing, recommendation of assignments, promotions, transfers, discipline, and termination of nutrition services employees.
- D 5% Active leader in district student wellness programs.
- D 5% Oversee medical documentation for food allergies and food intolerances for schools in the district, including modifying menus and purchasing special foods as required. Serve as a resource for parents needing food allergy information and coordinate modifications with school staff and kitchen staff as needed
- D 10% Promote a positive image of Nutrition Services Program and serve as a liaison and resource to the Nutrition Services Director to provide feedback and suggestions regarding the nutrition services program at assigned schools/locations.
- M 10% Assist the Nutrition Services Director in preparing budgets, bids, training, and expansion of Federal programs.
- D 5% Develops and maintains an effective communication link with central office staff, each site location, and building principal.
- W 5% Responsible for HACCP development, implementation, and evaluation as well as reviewing and acting upon SFSPAC and Tri-County Health Department reports, maintaining proper standards of personnel cleanliness and adherence to departmental dress code.
- D 10% Assist with procurement process, commodity ordering and monitoring, product selection and testing and food distribution process.
- D 5% Assist managers with coordinating and planning work schedules and personnel assignments by analyzing financial data to establish numbers of hours and employees needed to accomplish the work. Direct selection, assignment, and transfer of nutrition services personnel.
- M 5% Manage the daily operations of the department in the absence of the Nutrition Services Director.

D 5% Perform other duties as assigned.

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.

EDUCATION AND TRAINING: Bachelor's degree or above or the equivalent training. Bachelor's degree in Human Nutrition and Dietetics or Food Service Management related degree preferred.

EXPERIENCE: Over three years successful supervisory experience in restaurant or institutional food services. School food service experience preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT: Must be able to establish and maintain effective working relationships with kitchen managers and supervisors through use of effective oral and written communication skills and management skills. Must possess knowledge of federal and state requirement, procedures and functions, of school food service. Basic ability to understand documents, define problems and draw conclusions. Ability to work with and appreciate students and employees with various backgrounds and abilities. Must maintain a high level of confidentiality at all times. Must have the ability to run food production equipment and an operating knowledge of and experience with personal computers required at the time of hire. Must be able to run the Point of Sale and Nutrition Analysis software within 12 months of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: Must possess a Valid Colorado Driver's License. School Nutrition Specialist and Registered Dietician preferred but not required.

SUPERVISION/TECHNICAL RESPONSIBILITY: Will guide coordinators and supervise nutrition services managers and employees in the district 50-75% of the time. This position will supervise 4-5 Nutrition Services Manager's and 30-50 Nutrition Services substitute and regular Nutrition Services Employees. This position will provide technical resource assistance across the district of federal, state and district regulations, primarily focused on site kitchens assuring that healthy, safe meals are being prepared for our students.

JUDGMENT AND DECISION: Work is self-directed with special projects assigned from the Nutrition Services Director. Decisions making would be a collaborative effort between the Nutrition Services Director, managers, and employees as well as other district staff including building principals, human resources, wellness, and operations staff. Director is only involved in major decisions.

DIVERSITY OF DUTIES: This position must have a vast background of child nutrition rules/regulations. This position may be required to fill in when a manager ill or otherwise unable to perform their duties, so this position must be knowledgeable of the duties and job functions of a manager. This position must have good customer service skills to effectively deal with parents, students and employees in a productive manner. This position will also work with physical education staff as well as building-level supervisory staff when developing and implementing district student wellness initiatives.

SAFETY TO SELF AND OTHERS: Low exposure to self and co-workers of cuts, burns from heat, fractured bones, hernia, loss of limb and disfigurement. Medium exposure to bruises from carrying boxes or walking into equipment

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. Frequently required to stand, walk, use hands and fingers, reach with hands and arms, stoop, kneel, crouch, or crawl and lift between 10-50 pounds. Occasionally required to sit, climb or balance. Employee must be able to have clear vision at 20 inches or less, have distance vision at 20 feet or more, be able to distinguish colors, have ability to adjust focus, and have peripheral vision and depth perception.

WORK ENVIRONMENT: The employee will frequently be required to work near moving mechanical parts and be exposed to outdoor weather conditions. Occasionally be required to work in wet or humid conditions, work in high precarious places, and be exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold or extreme heat, risk of electrical shock and vibration. The noise level of the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is frequently required to analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate. The employee is occasionally required to compare and copy.