San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Assistant Director, Child Nutrition Program	**Exemption Status:**	Exempt
Reports to:	Director of Child Nutrition Program	**Pay Grade:**	03
Works with:	Cafeteria Personnel	**Days:**	226
Dept./School:	Child Nutrition Department	**Date Revised:**	04/28/2020

Primary Purpose:

The primary purpose is to assist in providing support to the food service activities at assigned locations with specific responsibilities for directing activities and personnel at multiple sites to perform their functions in a safe and efficient manner; meet the mandated nutritional needs of students; ensure availability of quantities of items providing written support to convey information

Prerequisites:

- Valid Driver license;
- Valid Food Safety and Sanitation Certificate;
- College degree in the area of nutrition, Food Service Management or related field; and
- One year of experience in food service management.

Major Responsibilities and Duties:

1. Assists food service director in implementing the weekly menu for all school cafeterias, i.e. ordering grocery items and related duties.

2. Visits all cafeterias on a scheduled basis, making recommendations in the areas of sanitation, food preparation, food handling, and storage.

3. Conduct in-services in the areas of food preparation, sanitation, and safety for all food service employees.

4. Help coordinate and develop a program for nutrition education that coordinates with the food service program.

5. Maintain food production records and cost analysis for all cafeterias by compiling weekly records turned in by the cafeteria managers.

6. Perform other duties as assigned by the Director of Child Nutrition Program.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____