

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: December 10, 2025  
Salary Schedule: 261; Row: 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### JOB TITLE: ASSISTANT DIRECTOR, NUTRITION SERVICES

**JOB PURPOSE STATEMENT:** Under the direction of the Director of Nutrition Services, the Assistant Director is responsible for assisting the Director of Nutrition Services in planning, supervising and monitoring all Nutrition Services operations and catering activities in the school site kitchens and cafeterias. Assists the Director of Nutrition Services with the planning, organizing and personnel management of the district wide nutrition service operations.

### JOB FUNCTIONS:

- Supervises, plans, organizes, coordinates and oversees preparation of meals such as breakfast, lunch, a la carte and other food service related functions at each kitchen and cafeteria in compliance with the National School Lunch Program, School Breakfast Program, Summer Feeding Program, After School Snack Program and Supper Program.
- Travels to school sites on a daily basis to inspect kitchen facilities, observe, monitor and review food preparation and storage, staff utilization, sanitation practices, record keeping and internal cash controls, and to conduct audit and inspections.
- Reviews all site requisitions and purchases in terms of quantities and product specifications prior to placing the orders with vendors.
- Assists in the management and maintaining of all inventories utilizing the department approved inventory system.
- Follows and monitors approved housekeeping and safety practices and maintains sanitary working conditions.
- Performs and assists with menu planning and marketing of all food items.
- Performs and assists in training and coaching of all staff to ensure consistency, quality and accuracy.
- Provides assistance in troubleshooting computers and Point-of-Sale related issues. Assists nutrition service staff in processing and collecting lunch applications.
- Trains and assists nutrition service staff in maintaining accurate production records to determine food usages and accurately forecast future food production to reduce waste.
- Assures compliance with Federal, State and Local health requirements for food preparation, serving and storage of all food and supplies.

JOB FUNCTIONS (continued):

- Responsible for selection, supervision, evaluation and training of all food service staff.
- Assists and performs in coordination and direction from the Director of Nutrition Services in the planning, scheduling and coordinating of special events which use cafeteria facilities.
- Works with school site administration and staff to resolve food related issues.
- Effectively manage personnel and financial resources to support department operations and goals.
- Prepares and delivers reports and presentations to the Board and community as needed.
- Check and approve all timecards of personnel as necessary.
- Assists with analyzing financial, labor, sales reports and other statistical data as it relates to the child nutrition program.
- Conducts taste tests and reviews student acceptance of food items and generates reports for such findings.
- Maintains Safety Data Sheets at each school site and trains and implements safety procedures to nutrition service staff.
- Acts as a key point of contact for resolving complex issues related to nutrition services and escalates matters as necessary to the Director.
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Other duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of cafeteria/kitchen management and supervision.
- Principles of quantity food production including preparation, transporting and nutrition.
- Principles of cost and portion control and methods of computing food quantities.
- Procedures followed in ordering, receiving and storing foods.
- Rules and regulations pertaining to health and safety in the kitchen/cafeteria.
- Methods employed in the use, cleaning, sanitation and maintenance of modern kitchen and cafeteria service equipment.
- Computer operation
- Principles of supervision and training.
- Proper English, grammar, vocabulary and spelling

KNOWLEDGE AND ABILITIES:

Ability to:

- Supervise and train adult and student workers.
- Be adaptable to changing priorities and schedules
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- Understand and follow oral and written instructions.
- Provide leadership in nutrition education and nutrition service.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with those contacted in the performance of required duties.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate use of good judgment in decision-making processes
- Meet schedules and time lines.
- Understand and carry out both verbal and written instructions in an independent manner.
- Send and receive emails and research information through the Internet.
- Work independently with little direction and provide work direction to others.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Use interpersonal techniques with tact, patience and courtesy.
- Work collaboratively in a team environment.
- Prioritize workload and conflicting demands.
- Promote workplace diversity and a positive work environment.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff
- Work effectively in a demanding environment.
- Maintain consistent, punctual and regular attendance.

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PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit or stand for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift, carry, push and/or pull up to approximately 50 pounds
- Able to operate kitchen and office machines and equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Education:

- Bachelor's Degree in business administration or nutrition related field required.

Experience:

- Minimum of three (3) years of varied, responsible and successful food services experience in a commercial or institutional food service production.
- Three (3) years in a supervisory capacity highly desired

Licenses/Certificates/Bonding, and/or Testing:

- Valid Driver's License required
- ServSafe Food Protection Manager Certification required
- School Nutrition Association Certification preferred

EMPLOYMENT STATUS:

Classified Management Position