

Ontario–Montclair School District

Assistant Director, Food & Nutrition Services CLASS SPECIFICATION

GENERAL PURPOSE

Under general direction, assists in the oversight, management and administration of District-wide nutrition services programs; monitors food production and preparation, safety and sanitation to ensure compliance with District, federal and state regulations and policies; develops and implements operation and training policies; trains, supervises and evaluates nutrition services personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for planning, implementing, overseeing, managing and reviewing District-wide nutrition services programs. The incumbent monitors school operations to ensure compliance with federal, state and District rules and regulations. The incumbent develops and implements training and operations policies and procedures and provides training on appropriate service practices and procedures.

Assistant Director, Food & Nutrition Services is distinguished from Central Kitchen Manager in that an incumbent in the former class is responsible for overseeing, administering and monitoring District-wide nutrition services programs within District schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned section; with subordinate supervisors, develops, implements and monitors work plans to achieve department/site mission, goals and performance measures; directs the development of and monitors performance against the annual department/site budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations. Oversees the district summer feeding programs including supervision of noon duty aides.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations and District classified human resources policies and labor contract agreements.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that

support the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, implements, manages, oversees, coordinates, reviews and assists in the administration of District-wide nutrition services programs; plans, supervises and coordinates daily nutrition service operations to ensure compliance with federal, state and District regulations and policies; coordinates and review operations to ensure compliance with federal and state regulations; analyzes operations for cost effectiveness and works with staff and administrators to implement improvements and changes; ensures adherence of nutrition services programs to application processes and meal accountability; assists in developing department and District-wide nutrition policies and procedures. Coordinate with site based administration the noon duty aide schedules and calculate costs applied to the FNS program fund.
5. Evaluates staff training needs and develops training materials and manuals; arranges and conducts training classes and evaluates trainee performance; analyzes requested staff changes and assigns and adjusts staff time in accordance with staffing formulas; develops and reviews work schedules and production standards with staff; tracks open positions and determines staffing accordingly; conducts and participates in interviews; assists supervisors in making hiring decisions.
6. Supervises the District's meal application process; oversees and reviews site paperwork and food services system records, including daily food production and student participation records, for accuracy and to ensure compliance with federal guidelines; performs quality control checks of data entry of student eligibility, District work orders and snack information to ensure accuracy; provides training to supervisors on correct methods and techniques in preparing and submitting paperwork and reports; prepares a variety of forms, reports and records.
7. Coordinates District office ordering procedures with school site kitchens/cafeterias; oversees the District's inventory, receiving and shipping system; monitors and records each school site's ordering procedures including emergency orders, add-ons and cancellations; develops materials for supervisors to use in forecasting and ordering food and supplies.
8. Assists in conducting research to improve quality and service; assists in developing and participates in public relations projects; assists supervisors with classroom and cafeteria nutritional education promotions.
9. Assists program and Operations Manager, Food and Nutrition Services with operations issues, needs and concerns; resolves parent and student issues and complaints.

OTHER DUTIES

1. Acts as Director, Food & Nutrition Services in that individual's absence.
2. Troubleshoots computer and system problems; monitors and trains staff and supervisors on use of food tracking, inventory and computerized student accountability systems.
3. Oversees the management of catering to District offices and school sites.
4. Responds to and resolves health and safety, vandalism, theft and fire issues and problems.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of overseeing and managing large-scale nutrition service programs including cost accounting techniques and orientation and training methods.
2. Methods of quantity food preparation, service and storage, including safe and proper temperature of heated foods and price and portion controls.
3. Federal and state health and safety regulations as they apply to food preparation and services.
4. Federal and state regulations governing child nutrition programs such as USDA donated food usage, free and reduced meal programs for needy students and competitive sales.
5. Methods and procedures for efficient staff utilization including time and motion studies and work scheduling.
6. Methods and practices of sanitary food handling and storage.
7. Methods of proper operation and maintenance of food service equipment.
8. Techniques of record-keeping, ordering of food and equipment and inventory maintenance.
9. Principles and practices of effective management and supervision.
10. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Organize, manage, coordinate, implement, administer, oversee and evaluate District-wide nutrition center programs.
2. Supervise, train and evaluate performance of assigned staff.
3. Develop and implement operation and training policies and procedures.
4. Analyze food service operations for cost effectiveness and efficiency.
5. Maintain records, compile and verify data and prepare reports.
6. Operate standard kitchen machines and equipment safely and efficiently.
7. Operate a computer using word processing, spreadsheet and other business software.
8. Communicate clearly and effectively, orally and in writing, in English and a designated second language.
9. Use tact, discretion and courtesy in dealing with sensitive situations and individuals.
10. Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty, parents, students and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in nutrition or a closely related field; and at least four years of progressively responsible experience in a school-based nutrition services setting, at least two of which were in a supervisory capacity. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A current ServeSafe certificate.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District and nutrition staff and supervisors, administrators, faculty, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: July 19, 2012