Job Descriptions
MOORE PUBLIC SCHOOLS

Job Title: **Assistant Child Nutrition Director**

Qualifications:

Credentials: County Health Card, Must have attended necessary workshops

Education: Associates degree in Food Service Management; Bachelor's degree desired in Food Service Management or Business Management or comparable experience with management and supervision of large-scale food production.

Training/Experience Required: Must demonstrate aptitude for performing tasks in large scale food preparation; must have at least three to five years' experience in volume food preparation and ability to get along with people.

Special Skills, Knowledge, Abilities:
Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner. Must be able to oversee work of other cooks, train them on all equipment and operations. Must be able to prepare menus, manage meal preparation and serving for the school. Must have knowledge of Federal and State requirements related to food service. Must be able to purchase food.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs non-complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages. Must be able to adapt recipes to the number of portions to prepare.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on-the-job exposure or training. The most difficult equipment/operation includes steamers, slicers, mixers, dish machines, ovens.

Job Goal (Purpose of Position): Performs skilled level and supervisory level food service duties under general supervision of the Director to assist with overseeing the preparation and serving of

delicious and nutritious meals and serving and cleaning up after the students/teachers eat. The goal is to prepare a well-balanced meal with a high quality of taste and appearance. In addition, the goal is to do proper paperwork to handle money or other charges/non charges and to properly record information for reimbursement; to prepare menus and purchase/order food and equipment.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students. The employee must not only enjoy working with children but must set a proper example for other cooks.

Other Performance Measures: Successful performance of the job requires good people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accidents and injuries. It requires following and enforcing school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self-discipline to get the work done.

Essential Job Functions (Performance Responsibilities):

1. Assists in the development of uniform personnel policies for school child nutrition employees, basic job descriptions, salary schedules and benefits. Administers personnel policies as authorized.

2. Interviews and recommend placement of school child nutrition personnel. Establish work performance standards and plans work schedules. Evaluates school child nutrition personnel.

3. Plans in-service training programs, personnel conferences and regular staff meetings. Keeps personnel informed of required health laws including physical examinations, chest x-rays, and good sanitation practices.

4. Handles all grievances and recommends solutions for discipline in accordance with district policy and procedure.

5. Cooperates with principals and others to plan lunch schedules to fit the requirements and facilities of each school.

6. Plans menus based on nutritional adequacy and pupil acceptance. Develop standards, recipes and portions to be used in the preparation and serving of food.

7. Develops specifications and standards of quality for purchasing of food, supplies and small equipment.

8. Requisitions food, supplies and small equipment to be purchased.

9. Develops procedures for receiving food and supplies and arranges for their proper storage and distribution.

10. Makes application for government surplus food and directs proper use and distribution of products according to U.S. Department of Agriculture regulations and shelf-life standards.

11. Submits monthly application to Director of Federal Programs for federal and state reimbursement.

12. Cooperates in establishing a financial policy that will permit the serving of lunches at a minimum cost to the student and the taxpayer.

13. Assists in developing or administering accounting procedures and records for control and management of money, labor, food, supplies, and other costs.

14. Cooperates in the planning of child nutrition facilities including layouts and the selection of large and small equipment and furnishings, making use of established criteria.

15. Keeps informed of new developments in equipment that will improve the school child nutrition program.

16. Assists in establishing and maintaining records necessary for control of equipment and supplies.

17. Instructs personnel in use and care of equipment and supplies.

18. Maintains high standards of sanitation and safety in all phases of the school child nutrition program.

19. Interprets local and state health laws and regulations.

20. Visits various school sites.

21. Performs other duties as may be assigned by the Director.

Supervision exercised: An incumbent supervises a large staff of employees.

Site: Child Nutrition Office

Reports To: Child Nutrition Director

Physical/Mental Requirements and Working Conditions:
On occasion, may assist with food service duties. See those descriptions for working conditions.

Terms Of Employment: Twelve month year.

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 08/09/1993
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