

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Assistant Director Child Nutrition

**Classification:** Classified Supervisory

**Department/Site:** Child Nutrition

**Salary Schedule:** Classified Supervisory

**Reports to:** Director of Child Nutrition

**Salary Range:** 11

**FLSA:** Exempt

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### **PURPOSE STATEMENT**

Under direction, the Assistant Director of Child Nutrition will assist in planning, organizing, and directing the Nutrition Services activities and operations; assists the Director in the overall management of the Child Nutrition Services Department; and performs other related duties as assigned.

### **Essential Functions**

- Assists in planning, organizing, controlling, integrating and evaluating the work of the Child Nutrition Department; with subordinate managers; assist with the development, implementation and monitoring of work plans, systems and procedures to achieve District and departmental mission, goals and performance measures consistent with federal, state and District laws, policies, regulations, and rules.
- Assists in selection, training, directing, and evaluation of assigned staff; develops, implements and monitors work plans to achieve departmental mission, goals and performances measures; develops work schedules and production standards; monitors effectiveness and safety of workplace.
- Provides assistance to site Child Nutrition Supervisors and Managers to resolve problems; recommends personnel transfers to meet the needs of the Child Nutrition programs; and assists in the resolution of disciplinary problems.
- Plans, develops and conducts in-service trainings; coordinates planning for, or implementation of, changes with the Child Nutrition Managers, Principals, Site Supervisors and/or other personnel of the District.
- Provides leadership for managers to develop, train, and retain highly competent staff; participates in programs and activities that promote workplace diversity and positive employee relations environment.
- Assists in planning, organizing and monitoring the purchase and storage of food and Nutrition Services supplies and equipment; assist in assessing and determining bid specifications and testing criteria; oversees the selection of appropriate vendors and suppliers.
- Participates in the development and monitoring of all budget programs related to the Child Nutrition Services Department as well as state and federal compliance reviews.
- Interacts with other District departments personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.
- Attends conferences and meetings as directed, and makes presentations to the Board of Education and other governmental agencies as requested.
- Provides technical expertise and suggestions concerning menu planning for preparation methods, ordering, inventory levels, substitutions, delivery issues, and effective equipment utilization.
- Researches, prepares, and accurately. Maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Serves on behalf of the Director in his/her absence and assists on special projects as needed.

## **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- School food service programs, operations and activities
- Meal production planning and scheduling
- Principles and methods of quantity food serving and storage
- Principles and practices of public administration, including accounting food service preparation, food merchandising, serving and storage
- Principles and practices of public administration, including accounting, food costing, contracting, purchasing and maintenance of public records
- Office management procedures and practices, methods and terminology
- Technical aspects of researching
- Extensive working knowledge of computer software used by the District and the internet
- Basic math skills
- English language, grammar, spelling and punctuation
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District Organization, operations, policies and objectives governing board regulations

### **Skills and Abilities to:**

- Adhering to safety practices
- Planning and managing projects
- Preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications
- Assist in planning, organizing, integrating and directing a large school district Nutrition Service program and operation
- Evaluate foods products, supplies and equipment; prepare, analyze and maintain records and reports
- Understand, interpret, apply and explain applicable laws, codes, policies and procedures
- Estimate food quantities needed and order quantities for economical food service
- Select, train, supervise and evaluate the work of assigned personnel
- Recognize and correct safety hazards
- Communicate effectively orally and in writing
- Operate a computer and standard business software
- Organize, set priorities and exercise sound independent judgment within areas of responsibility
- Make recommendations in accordance with laws, regulations, rules and policies
- Use tact and diplomacy in dealing with sensitive situations and concerned people and customers
- Work with a diversity of individuals and/or groups
- Establish and maintain effective working relationships with those encountered in the course of work
- Present a positive image of Madera Unified School District.

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

## **MINIMUM QUALIFICATIONS**

**Experience:** Five (5) years of progressively responsible work experience in a food service program, two (2) of which must be in a supervisory role within the food service program; preferably in a school setting.

**Education:** Associate's degree from an accredited college in food services management with a major in nutrition, dietetics, public health, institutional and/or in business administration or closely related field.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

## **REQUIRED TESTING**

- Pre-employment Proficiency
- Pre-employment Physical Exam

## **CONTINUING EDUCATION/TRAININGS**

- None Specified

## **CERTIFICATES/LICENSES**

- Food Safety Certification (**Possession of, or the ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination**)
- Valid California Driver's License

## **CLEARANCES**

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (B)