



Job Title: Assistant Director of Student Nutrition **Wage/Hour Status:** Exempt
Reports to: Director of Student Nutrition **Pay Grade:** Admin. /Professional
Pay Grade 4
Dept./School: Student Nutrition **Date Revised:** 01/02/2012

Primary Purpose:

The purpose of this position is to assist the Director of Student Nutrition in all areas of the Student Nutrition Department's operation. This position will assist with management of the Student Nutrition program and supervise district food service operations. Position will be responsible for planning and implementing programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

Qualifications:

Education/Certification:

BA or BS degree in Hotel Restaurant Management, Business Administration, Food Service Management or Food and Nutrition
Certified or working toward TASN or SNA certification
ServSafe certified
Knowledge of quantity food production methods, kitchen procedures, recipe development and personnel management techniques

Special Knowledge/Skills:

Demonstrates ability to provide quality customer service to students, parents, co-workers, supervisors and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships
Knowledge of methods, materials, equipment, and appliances used in food preparation
Demonstrated ability to build a strong supervisory team through effective management and interpersonal skills
Working knowledge of the USDA Traditional Food Based Menu system
Demonstrates effective planning and organizational skills
Demonstrates project management and facilitation skills
Ability to communicate well both verbally and written text
Knowledge of PC based computer systems utilizing Microsoft Word, Excel, Power Point as well as food service software applications

Experience:

Minimum of three years experience in student nutrition management (multi-unit)
Minimum of five years experience in food service environment

Major Responsibilities and Duties:

1. Oversee day to day operations of all school cafeterias including menu compliance, recipe compliance and handling personnel issues.

2. Assist in the evaluating, supervising and discipline of all Student Nutrition Department employees.
3. Assist in the planning and conducting of monthly cafeteria manager meetings.
4. Conduct labor analysis and make recommendations for positions, change of hours, etc. based on production.
5. Assist the Director in planning and organizing annual employee awards recognition ceremony for Student Nutrition employees.
6. Assist in developing training options and improvement plans to ensure exemplary operation in the Student Nutrition area.
7. Monitor customer participation in accordance with the reports from each Student Nutrition site and make recommendations for menu selections based on findings. Assist with the development of new recipes.
8. Participate in the development of staff development training programs for Student Nutrition. Attend and participate in all meetings as scheduled by the Director of Student Nutrition.
9. Develop and facilitate an effective program to reduce employee turnover and reduce day to day absences.
10. Resolve customer concerns relating to department to include Free and Reduced Meal Program, customer accounts and regulations.
11. Assist Director in the preparation of the annual department budget.
12. Perform other functions that may be assigned by the Administration and the Director of Student Nutrition.
13. Serves as the Director of Student Nutrition in the absence of the appointed director.

Policy, Reports, and Law:

14. Through field supervisors, ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
15. Follow all rules, regulations, and policies of Mansfield ISD and follow directives from superiors.

Safety:

16. Ensure that measures are in place and operating to protect food, supplies and equipment in school cafeterias.
17. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations and assist in the development of a program of preventative safety.

Supervisory Responsibilities:

Will be responsible for directly or indirectly supervising approximately 40 schools and 300 employees

Equipment Used:

Large and small kitchen equipment to include, but not limited to, an electric slicer, mixer, steamer, sharp cutting tools, ovens, braising pans, heat/hold units, ranges, dishwasher, steam jacket kettle, utility cart, computer hardware and software systems, and audiovisual equipment.

Working Conditions:**Mental Conditions/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperature

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.