

## **ASSISTANT DIRECTOR, NUTRITION SERVICES**

### **JOB SUMMARY**

Under the direction of the Director, Nutrition Services, the Assistant Director, Nutrition Services provides assistance with the planning, organizing, reporting, promoting, analyzing and with direction of the District's nutrition services programs; coordinates food service operations in compliance with District, local, state, and federal regulations, policies and procedures; trains, directs, and evaluates assigned personnel; oversees on-site inspections of kitchen cafeterias and food production and preparation.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Director, Nutrition Services is assigned to exercise professional judgement and oversight in Nutrition Services operations including planning, developing, training and coordinating, directing and overseeing the program for the District. The Assistant Director provides leadership and support to the department and supervises department operations in the absence of the Director.

### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant Director, Nutrition Services reports directly to the Director, Nutrition Services, receiving guidance and direction on the program's goals, priorities, and expectations. This role is responsible for providing both supervisory and administrative oversight of the District's nutrition services program, ensuring its effective operation and alignment with established objectives.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Oversees and coordinates the Point of Sale (POS) program, including software, equipment, and training. Assesses equipment needs and collaborates with the IIS technician for implementation and troubleshooting.
- Manages and promotes the Catering Program, supervising pricing, order confirmation, event planning, and billing for district offices and school sites.
- Assists in planning, developing, training, and monitoring food service operations and nutrition programs, ensuring compliance with state and federal requirements. Supervises operations in the absence of the Director, Supervisor, or Food Production Manager.
- Assists in recruitment, hiring, and training food service staff. Supports work schedule planning, performance evaluation, and staff development, and resolves personnel matters in accordance with district policies.
- Provides leadership in the implementation of assigned projects, plans, organizes, and conducts staff training on program guidelines, service, sanitation, safety, and POS procedures, ensuring a safe and efficient workplace for staff.
- Supports the planning and review of food service facilities, arranges equipment maintenance and repairs as needed, and assists in menu planning, food ordering, receiving, and delivery.
- Visits school site cafeterias to supervise, analyze, and recommend improvements in food preparation practices. Monitors food quality, sanitation, nutrition standards, and safety conditions to meet established requirements.

- Oversees department attendance systems, including timesheets and tracking hours, and prepares reports, memos, and operational procedures. Assists in planning and coordinating the summer feeding program and CACFP supper/snack program.
- Interacts with district departments, agencies, vendors, and outside organizations to resolve issues and ensure smooth operations.
- Ensures meals meet the dietary needs of children, including allergies, and assists with the utilization of commodity and inventoried foods.
- Performs additional administrative duties as assigned and drives a vehicle for work-related tasks.

## **EMPLOYMENT STANDARDS**

Any combination of Education and Experience equivalent to:

**Education:** A bachelor's degree in dietetics, nutrition, food science, public health or a closely related field to the duties and requirements of the classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is required. Active status as a Registered Dietitian is preferred

**Experience:** At least three (3) years of increasingly responsible experience in food preparation, including recent administrative or supervisory experience in food service operation. Experience in school food service is preferred. Additional managerial experience in the field of school nutrition services above the required minimum may be substituted for college education on a year-to-year basis for up to two (2) years

### **Knowledge of:**

- Applicable federal, state, and local laws, regulations, and policies related to Food and Nutrition Services for school-aged children (e.g., National School Lunch Program, Afterschool Snack, School Breakfast Program, Child and Adult Care Food Program, Summer Meal programs);
- Food sanitation and safety, including the Hazard Analysis & Critical Control Point (HACCP) Food Safety System;
- Scientific principles of nutrition and their application to feeding school-aged children;
- Administration and management of large-scale nutrition service programs;
- Meal preparation and planning, including dietary and menu development and recipe adjustment;
- Health, sanitation, and employee safety regulations related to nutrition services;
- Food products, equipment, and preparation methods;
- Budgeting, financial record keeping, and arithmetic computations (e.g., percentages, fractions);
- Employee supervision, coaching, training, and management;
- Quality customer service practices;
- Research and record-keeping techniques;
- Food and supply ordering, receiving, storage, and inventory procedures;
- Use and care of institutional kitchen equipment and utensils;
- Modern office equipment, software, and related applications.

### **Ability to:**

- Federal, state, and local laws and regulations related to Nutrition Services (e.g., National School Lunch, School Breakfast, Afterschool Snack, CACFP, Summer Meals).
- Principles of food sanitation, safety, and HACCP Food Safety System.
- Nutrition science and its application to feeding school-aged children.

- Large-scale nutrition service administration, management, and meal planning.
- Dietary menu planning, recipe development, and adjustments.
- Budgeting, financial record-keeping, and arithmetic computation (e.g., percentages, fractions).
- Employee supervision, coaching, training, and management.
- Customer service principles and practices.
- Research, record-keeping, and inventory management.
- Food purchasing, receiving, storing, and supply management.
- Use and care of institutional kitchen equipment and modern office tools/software.

#### **Licenses and Other Requirements**

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.
- A valid ServSafe California Food Handler certification is required.
- The availability of private transportation to transport between job sites or the ability to operate a District vehicle is required.

#### **PHYSICAL STANDARDS:**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work Environment:** The incumbent works in an office environment, both indoor and outdoor schools and venues, and also in an indoor kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects. The incumbent must be able to handle all types of food. The incumbent may also work around knives, dicers, mixers, slicers and other sharp objects and will be required to drive a vehicle to and from school sites and/or Nutrition Center during all types of weather. Work surfaces may be slippery. This position has direct contact with the public and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment. The noise level in the work environment is usually loud depending on specific worksites and/or equipment operation.

**Physical Demands:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting in addition to a large kitchen setting as follows: to stand for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to occasionally reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects and tools, to operate nutrition service equipment; to independently and regularly lift and/or move up to 40 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to monitor food quality and quantity, order supplies, etc.; to hear within the normal audio range with or without correction; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver's license

and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

<b>Assistant Director, Nutrition Services</b>	
<b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission	4/29/2025