

JOB DESCRIPTION

TITLE ASSISTANT DIRECTOR OF PROGRAM OPERATIONS
DEPARTMENT OF NUTRITION SERVICES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree and five years experience with multi-unit food service supervision. Knowledge of federal regulations for the Child Nutrition Programs, training requirements for food service employees (HACCP, MSDS, and Blood borne Pathogens) and state sanitation requirements. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read and interpret documents such as federal and government regulations, technical procedures, State Board Rule, School Board Rules, and procedures manuals. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators and general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee

shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and heat levels in the work environment are usually moderate but can be high in school kitchens.

REPORTS TO Director of Nutrition Services

GENERAL RESPONSIBILITIES

1. Assists in the administration of all activities related to the Department of Nutrition Services.
2. Supervises nutrition services site supervision and monitoring, employee training, site staffing and personnel concerns.
3. Assists with the design, remodeling and maintenance of all kitchen facilities.
4. Assists with the development of the budget and annual plan of work for the department.

SPECIFIC RESPONSIBILITIES

1. Identifies the supervision and training needs of the department, develops goals, objectives and strategies and assists with the development of the annual Strategic Plan.
2. Assists with the development of the department budget.
3. Assists with the development and submission of the Annual Program Funding Agreement and assures that revisions are made as needed.
4. Attends annual funding agency meetings and stays abreast of federal, state and local rules and regulations as they relate to the nutrition services operations at each program site.
5. Supervises and evaluates the Field Operations Supervisors, Trainers and Nutrition Services Staffing Specialists.
6. Develops site review instruments and revises the Department of Nutrition Services Procedures Manual annually or as needed. Assures that program sites are monitored to assure compliance and tracks program deficiencies to identify training needs.
7. Supervises the development of training programs for new and existing employees and managers. Develops and monitors annual training plan.

8. Supervises the staffing for the food preparation sites; including the development of staffing formulas, recruitment, hiring, employee counseling and the dismissal of employees when necessary.
9. Assists with revisions to and the implementation of the Employee Collective Bargaining Agreement.
10. Coordinates the development of all bids for kitchen services such as pest control, hood cleaning, and grease trap cleaning.
11. Supervises all of the training and activities related to HACCP, kitchen sanitation and sanitation and attends District Safety Committee meetings.
12. Assists with the preparation, development of corrective action plans and written responses for federal and state audits.
13. Supervises the development and implementation of the Equipment Replacement Plan and the Kitchen Facilities Maintenance Plan.
14. Provides staff for all disaster management activities.
15. Networks with nutrition related agencies and organizations.
16. Performs other duties as assigned.