



with hands and arms; and stoop, kneel, crouch, and crawl. 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 level in the work environment will vary from quiet while in the office to loud while in a school kitchen or classroom environment. Temperatures will vary from cool when in offices to warm in food production areas.

**REPORTS TO** Director of Nutrition Services

#### **GENERAL RESPONSIBILITIES**

1. Assists the Director of Nutrition Services with the planning, operation and evaluation of the Department of Nutrition Services programs.
2. Supervises and monitors the National School Lunch and Breakfast Programs in compliance with federal regulations, state board rules and school board policies. Supervises activities of School Nutrition Services managers or department staff.
3. Supervises a specific program area such as facilities design and equipment, meal application processing and meal accountability, menu planning and food procurement or program planning, marketing and evaluation.

#### **SPECIFIC RESPONSIBILITIES**

1. Establishes goals and objectives for each assigned area and monitors progress toward these goals. Assists with the development of the Nutrition Services Strategic Plan and annual goals, objectives and benchmarks.
2. Identifies program needs through a variety of methods and uses feedback for program improvement.
3. Develops budgets for assigned program areas, monitors their financial status and develops corrective action plans as needed.
4. Provides technical assistance to School Nutrition Services Managers regarding the efficiency of operation, meal and cash accountability, financial status, food production and service and compliance with federal regulations, state board rules and school board policies.

5. Develops staffing formulas and identifies staffing needs for assigned sites. Identifies staffing problems, reviews overtime and leave reports for inconsistencies and identifies plans to correct problems as they arise.
6. Serves as technical advisor to School Nutrition Services Managers with personnel management. Assists with coaching and counseling employees and provides training when needed to improve job performance. Assists managers with documenting employee concerns and writing annual performance appraisals as needed.
7. Completes quarterly program review and maintains records of each site visitation. Compiles data to determine training needs and progress toward department, school and warehousing goals and objectives.
8. Assists with the development of the comprehensive training plan for managers, assistant managers, food service workers and warehouse staff.
9. Participates in facility planning, development of specifications for new equipment and establishes requirements for new and renovated food service and warehousing areas. Interfaces with other administrators in regard to the maintenance of equipment and facilities.
10. Develops manager and employee incentive and recognition programs.
11. Supervises and monitors the summer feeding and after school care programs.
12. Updates the Nutrition Services Procedures Manual and other department documents related to assigned area of expertise.
13. Assists with the development of the District Emergency Plan and with emergency feeding as needed.
14. Performs other duties as assigned.