

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Director, Nutrition Services	REPORTS:	Director, Nutrition Services
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	261
ISSUED:	November 16, 2000	SALARY:	Range 31

BASIC FUNCTIONS:

Under the direction of the Director of Nutrition Services, assists in the development and formulation of policy. Assists in the planning, organizing, and operation of the nutrition services program of the District, and to do related work as required.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

DISTINGUISHING CHARACTERISTICS:

This is a single position class characterized by the responsibility to perform the administrative duties required for the operation of the District Nutrition Services department and to coordinate and supervise the work of other personnel assigned to the Nutrition Services department.

E = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS:

Duties may include, but are not limited to, the following:

1. Assists in the planning, organizing, and operation of the food services activities of the District. **(E)**
2. Plans menus and provides standardized recipes. **(E)**
3. Provides standards for quantity and quality of foods prepared and served.
4. Inspects food for quality. **(E)**
5. Participates in the selection, assignment and rating of Nutrition Services personnel. **(E)**

6. Observes problem areas and suggests solutions. **(E)**
7. Provides training for point of sale computer system. **(E)**
8. Assists in the purchase of supplies and equipment, making recommendations regarding the awarding of bids.
9. Participates in community activities relating to the food services program.
10. Assumes responsibility in the director's absence. **(E)**
11. Assists in policy development.
12. Performs other duties as assigned.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

EXPERIENCE

Three years of administrative or supervisory experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management.

Multi-unit supervisory food experience is desirable.

EDUCATION

Equivalent to graduation from a high school, preferably supplemented by courses in cafeteria management, menu planning, dietetics, safety and sanitation and related subjects.

A Bachelor's degree from an accredited college or university with a major in dietetics, foods and nutrition, hotel and restaurant management, institutional management, business or public administration.

Status as a registered dietitian with the American Dietetic Association and/or certification as a Director, Nutrition Services from the School Nutrition Association is desirable.

ADDITIONAL REQUIREMENTS

Must possess, or obtain prior to appointment, a valid California Driver's License. Must have ability to obtain and maintain insurability status under the District's insurance policy.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures and equipment used in preparation, cooking and serving food.
- Food values; proper food combinations, and economical substitutions that may be made.
- Preparation of foods, which will be attractive to children.
- Computer programs used in food service operations.

ABILITY TO:

- Assist in the supervision of all phases of cafeteria kitchen operations.
- Prepare menus affording a balanced diet for children of varying ages.
- Keep records and prepare reports.
- Establish and maintain cooperative relationships with those contacted in the course of the workday.
- Provide positive customer service.

WORKING CONDITIONS:**ENVIRONMENT:**

- District office environment.
- Attend meetings.
- Considerable distraction from office activities.
- Constant interruptions.
- Demanding timelines.
- Emergency call-out.
- Occasional evening and/or variable hours.
- Subject to driving to a variety of locations to conduct work during day and evening hours.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, other office equipment, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, review, and assure accuracy of budget documents, financial statements and reports.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Light lifting; pushing or pulling carts.

HAZARDS:

- Extended viewing of computer monitor.
- May be exposed to contact with hostile or abusive individuals.

I have read the above position description and fully understand the requirements set forth herein. I hereby accept the position of Assistant Director, Nutrition Services and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division Human Resources.

Board approved: November 16, 2000

Revised: May 23, 2013