



Santa Fe Public Schools

JOB DESCRIPTION

Title: Assistant Director, Student Nutrition	Work Unit: Student Nutrition	Reports To: Director, Student Nutrition
Contract Length: 12 months	Pay Schedule: Director/Cabinet	Overtime Status: Exempt
Hours: Hours required to perform the job; minimum of 40 per week	Union Status: Non-union	Licensure:

General Function:

Fills in for the Director to run the department when the Director is away from work. Assists in overseeing student nutrition programs and staff. Provides on-site supervision of the operations in school cafeterias. Ensures compliance with National School Lunch and Breakfast requirements, sanitation and quality standards and Department policies and procedures.

Education/Training Experience:

Minimum:

Bachelor’s degree in nutrition, food service management or related field, 3 years of supervisory/ management experience in food service, preferably in a school environment.

Preferred:

Bilingual – English/Spanish. 5 years of experience in hospital or public health nutrition or food service management.

Knowledge/Skills and Abilities:

Knowledge of food purchasing, preparation and presentation. Knowledge of NSLP requirements and regulations. Measurement and math skills to quantify recipes and calculate purchase quantities. Understanding of budgets and inventory. Computer skills including word processing, spreadsheets, email, etc. Preferably Microsoft Office Suite. Proven ability to supervise people, monitor profit/loss of cafeterias. Excellent written and oral communication skills. Ability to make decisions regarding staffing, resolving employee conflicts, food outages and equipment failures. Ability to deal effectively with students, parents, teachers, principals and other district employees. Ability to be a team player.

Resources Used in Performing Job Include (but are not limited to):

All kitchen equipment including safe and efficient operation of mixers, slicers, dishwashers, etc. Point of sale devices and general office equipment including computers, scanners and photocopy machines, telephone.

Physical/Cognitive Requirements:

Varied movements including bending, stooping, reaching, squatting and the ability to lift, carry and push up to 40 pounds. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. Frequent trips by automobile to school sites and departments is required.

Environmental Conditions:

Most work is performed indoors with driving involved traveling frequently from site to site, even in inclement weather. Perform functions within the kitchen when necessary if no substitute is available for an absent employee. Heavy telephone use. Many interruptions all day. Typical office environment when working in the Student Nutrition Office.

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Essential Job Functions:

All functions are performed in accordance with established policies, procedures, safety and environmental regulations, facility and computer security policies and procedures. Functions are subject to change from time to time to meet the needs of the District. Current essential functions include but are not limited to the following:

1. Provides on-site supervision of Cafeteria Managers.
2. Assists with the hiring process for new employees and provides new-hire orientations.
3. Recommends and/or implements personnel actions including the hiring, promoting, transfer, and corrective discipline of employees.
4. Evaluates and counsels managers in assigned schools regarding work performance and documents. Assists managers with counseling employees and with appropriate documentation.
5. Observes breakfast and lunch service, food preparation and cleanup at school sites to assure compliance with National School Lunch and Breakfast regulations. Ensures district and department policies, administrative procedures and approved practices for sanitation, food preparations and service, record keeping, and personnel supervision are in compliance. Discusses problems or deficiencies with manager and staff.
6. Assists in coordination of the Farm to Schools program by working with farmers and the Department of Agriculture to obtain local products. Trains staff on safe storage and handling of produce.
7. Assists in bid preparation, obtaining price quotes, opening purchase orders. Monitors quality and compliance with specifications.
8. Assists with commodity processing and planning of purchased items.
9. Is responsible for the Fruit/Vegetable program, if funded.
10. Assists with menu planning, nutrient analysis, recipe development and testing.
11. Plans nutrition education and food tasting experiences for the students in the cafeterias. Conducts meetings with Student Nutrition Advisory groups at school sites.
12. Assists managers in maintaining effective control over expenditures, food waste and efficient use of personnel.
13. Identifies need for training and assists with planning and presentation of training. Trains managers/staff on-site and in groups on food preparation, maintaining required records, meal preparation requirements, ordering, etc.
14. Reviews and processes food, commodity and supply orders to vendors and/or warehouse.
15. Answers office phones and assists with office tasks as needed.
16. Processes lunch applications as needed. Updates student information in the department software.
17. Plans and coordinates the operation of the Summer Food Service Program including menu, staffing, budget, claims for reimbursement, etc.
18. Performs special projects as assigned.
19. In emergencies performs Manager duties at sites by doing production worksheets, preparing food and supply orders, cashiering during meals, etc.
20. Is responsible for the operation of the department in the absence of the Director and helps to make strategic plans for the department considering district and department goals, resources, etc.
21. Performs other related duties as assigned.

Personal Accountability:

1. Demonstrates reliability as evidenced by attendance records and punctuality.
2. Properly notifies supervisor and/or designee of absences or tardiness.
3. Begins and completes work within the allotted time.
4. Consistently appears in attire appropriate to the work environment.

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5. Demonstrates skill in the use of equipment including its capabilities, limitations and appropriate/special application.
6. Protects the District's resources through appropriate and careful use of supplies and equipment.
7. Utilizes appropriate body mechanics to aid in the prevention of muscle strain/injury.