

STOCKTON UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR, CHILD NUTRITION/FOOD SERVICES

DEFINITION

Plan, organize and coordinate the technical duties for the District's National School Breakfast and Lunch programs; provide administrative guidance to the operations supervisors in managing the District's National School Lunch program and Ala Carte Meal program; implement and monitor the District's SCHOOL HOUSE computerized meal accounting system; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Child Nutrition/Food Services, and provide technical assistance on nutritive and computerized changes to the Food Services Operations Supervisors, Cafeteria Managers and staff, and the Senior Computer Operator.

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

Plan, implement, coordinate and review food service programs supervised by the operations supervisors.

Ensure program compliance with federal, state, and local policies and regulations.

Analyze food service operations cost effectiveness and work with operations supervisors, cafeteria managers and site principals to implement improvements and make necessary changes in menus, facilities and equipment as warranted.

Provide assistance in calculating special diets and setting up meal patterns on diets prescribed by a physician.

Write regular and transport menus based on USDA commodities projected and availability of non-commodities on order.

Implement and monitor the District's SCHOOL HOUSE computerized meal accounting system.

Review staffing allocations and monitor budget and payroll to ensure that authorized staffing is complied with.

Compile data to give fiscal feasibility of new programs, and future projects.

Develop and review work schedules and production standards submitted by operations supervisors to ensure appropriate utilization of staff. Must be able to show in clear concise formal writing format on how this would be completed.

Plan for cafeteria modernization, and review equipment layout, and coordinates needs and changes with the Director of Child Nutrition/Food Services and Facilities Planning.

Evaluate efficiency meal quality and acceptability of transport meal services with the operations supervisor.

Attend parent and student body meetings to market the child nutrition program and to involve students in selecting foods of preference for inclusion on cycle menus.

Implement sound food cost accounting methods at secondary sites to use in planning a variety of meal programs.

Respond to complaints pertaining to management and the food service programs, and prepare required administrative reports.

Conduct needs assessments for nutrition education and trains supervisors in principles and techniques of conducting on-going training with cafeteria employees.

Assist teachers and present programs in elementary, middle and high schools on nutrition education relevant to the National School Breakfast and Lunch Programs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Computer science and food service management
- Supervision and training in the preparation and serving of food
- Food values and nutrition, including proper combinations and substitutions, to meet federal requirements
- Planning and preparation of meals attractive and acceptable to students and staff
- National school breakfast and lunch programs and surplus commodity program
- Computerized record keeping and cost control methods, and the ability to put these into professional written documents
- Budget preparation and control
- Effective oral and written communication skills
- Computer programs related to meal service accounting, meal planning/nutritional analysis and food ordering procedures
- Principles and techniques of labor relations management and working with union representatives

Ability to:

- Organize and audit meal count systems and lunch application programs in large scale food service activities
- Analyze complex budgets; analyze and develop staffing needs based on labor production standards and possess a broad knowledge of the USDA National School Lunch Program
- Follow complicated written and verbal instructions
- Develop and implement balanced and attractive menus
- Analyze and interpret site level financial and operational data
- Establish and maintain effective harmonious work relationships at all levels
- Maintain computerized records and compile data for complex written reports
- Coordinate a health and wellness program and evaluate the nutritional balance and acceptance of menus

Education and Experience:

Any combination of education, training and experience equivalent to:

- Bachelor of Arts degree in food service management, hotel and restaurant management or any related field
- A minimum of four (4) years of management experience in school food services or allied profession

License and Certificates:

- Registered Dietitian with American Dietetic Association and/or Certification as a Food Systems Specialist is desirable
- Possession of a valid California drivers license
- Must have documented certificate of training in at least one menu planning option
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Range 6

Management Team

12-month work year

Revised: 08-24-04 and 06-05-07