



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 – (951) 765-5100

ASSISTANT DIRECTOR NUTRITION SERVICES

JOB SUMMARY

Under general supervision of the Nutrition Services Director, plan, organize, control and direct activities related to nutrition education and training to students, parents and District employees; direct and supervise District school serving kitchens and related operations; adhere and implement USDA and State Nutrition Standards in menu offerings; assure compliance with quality control in central production facility and serving kitchens; supervise and evaluate the performance of assigned staff.

EXAMPLES OF DUTIES

- Assist in planning, organizing, controlling and directing District-wide food service operations and programs; assist in developing and implementing menus, goals, objectives, policies and procedures related to District food service programs and student diet plans
- Provide technical expertise, information and assistance to the Director regarding food service operations; advise the Director of unusual trends or problems and recommend appropriate corrective action
- Provide guidance in relation to the preparation of the District Nutrition Services cycle menus and product offerings; manage menu development oversee compliance with USDA and State Nutrition Standards; maintain nutrition analysis software program, department standard recipe and HACCP programs; recommend food and supply items for purchase including USDA Foods
- Direct, supervise and provide guidance in the oversight of school serving kitchens, cafeteria staff and related operations; organize and monitor the labor distribution and staffing at school sites; assist with interviews, evaluations, disciplinary issues and other areas as needed
- Assure quality control standards at all school site kitchens are maintained and in compliance with the nutrition analysis and USDA regulation; assist with quality control and maintenance of nutrition standards for the central production kitchen
- Develop and facilitate nutrition surveys and needs assessments to assure the direction goals of department nutrition programs are on target; provide guidance and procure materials for students and department staff related to nutritional values and concepts; provide advice on nutritional matters to students, parents, departmental advisory committees and community organizations
- Direct all departmental professional development activities; oversee the development of training materials including employee manuals, handbooks for department staff and other District personnel; assist in continuing department staff training in customer service, fiscal control, marketing, nutrition and related topics
- Oversee the coordination of Nutrition Advisory Council activities, Harvest of the Month, department promotional calendars and related marketing and nutrition education programs; direct the implementation of marketing plans
- Evaluate and adapt nutrition source materials provided by outside sources to the needs and uses of the district's nutritional services department
- Assist Educational Services with the selection and use of nutritional aides in the integration of nutrition education into the student curriculum and school sites
- Actively seek and develop proposals for available grant funding; supervise the administration of all grants and awards
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure proper coverage of absent employees; prepare, monitor and adjust work schedules
- Supervise the work experience of nutrition student interns as assigned

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- Recommend departmental policy, program and standard operational changes and participate in department long range planning
- Represent the Nutrition Services department at a variety of meetings as required; conduct meetings as needed and assigned
- Maintain various reports and records
- Serve as Director in the absence of the Director
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Planning, organization and operation of a large food service program
- Food service and commodity purchasing and procurement principles, practices and procedures
- Type and sources of supplies, materials and equipment utilized in a school district food service operation
- Scientific principles of nutrition and their application to the feeding of students
- Menu analysis and planning techniques including food values, combinations, allergies and substitutions
- Laws, rules and regulations related to health and safety in institutional kitchens; applicable federal and state laws, regulations and procedures as they pertain to the feeding and nutritional needs of students
- Current information, legislation and resources related to nutrition
- Operation of office machines including computer equipment and specified software
- Principles of food service management, quantity food preparation and nutrition
- Principles and practices of administration, supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Plan, organize, control and direct District-wide food service operations and programs
- Assure food service programs and menus comply with applicable federal regulations and nutrition standards
- Analyze the nutritional content of menus and recipes; recommend modifications as needed
- Research, design, develop, coordinate and conduct trainings and informational programs
- Learn, interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Observe health and safety regulations
- Analyze situations accurately and adopt an effective course of action
- Input data and apply word processing techniques; prepare clear and complete proposals and reports to decide sound judgment in planning and organizing work
- Work effectively in the absence of supervision; establish and maintain cooperative and effective working relationships with others
- Supervise, train and evaluate assigned personnel

Education:

- A bachelor's degree. A degree in nutrition, food science, hotel and restaurant management, food production or public health is preferred.

Experience:

- Three (3) years of increasingly responsible experience, including two years of responsible administrative or supervisory experience in food service operations, preferably in a child nutrition program.

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Licenses/Certifications:

- Valid California Class C driver's license is required
- Registration with the American Dietetic Association preferred
- Valid ServSafe Certificate and ability to obtain, or currently possess, certification as ServSafe Instructor and Proctor through National Restaurant Association.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Working in an office environment; driving a vehicle to conduct site visitations; sitting or standing for extended periods of time; hearing and speaking to exchange information; dexterity of hands and fingers to operate a computer keyboard

EMPLOYMENT STATUS

Classified Management position