

Position Title: Assistant Director of Child Nutrition Services

Classification: Salaried/Exempt

Department: Child Nutrition Services Program

Reports To: Director, Child Nutrition Services Program

SUMMARY: Assist Director of Child Nutrition Services Program in conformance with Local, State and Federal Regulations and requirements including public health and safety. Assist with menu planning, facilities planning, resource allocation, and organization and implementation of nutrition programs. Exhibits positive leadership of the district's Child Nutrition Services Program.

GENERAL EXPECTATIONS:

- Supports the mission of Joplin Schools
- Supports the value of education
- Complies with the privacy rights of students
- Safeguards confidential and/or sensitive information
- Communicates effectively with all the members of the school district and community
- Provides excellence in customer service both internally and externally
- Reacts to change productively
- Keeps abreast of new information, innovative ideas and techniques
- Maintains accurate records and filing systems for accountability and audit purposes
- Ensures that all activities conform to district and state guidelines

ATTENDANCE: Regular and consistent attendance is an essential function of this position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be involved in the interview and hiring process for Child Nutrition Services Personnel
- Conduct inspections of each school district facility on a monthly basis
- Utilize government commodities according to federal guidelines when planning menus
- Assist with the procurement of food and supplies funded by the Child Nutrition Services budget
- Insure menus meet the federal government nutrition standards
- Assist in the implementation of the money collection and cash handling procedures for the Child Nutrition Service Program
- Assist with accurate preparation and timely filing of all reports, records, and documentation required for the Child Nutrition Services Program
- Assist with the inspection, maintenance, and repair of school kitchens
- Assist in training of Child Nutrition Services Personnel in Standardized Recipes, Product Record, Point of Sale Software, and Inventory Control Software
- Oversees the development of substitute training programs
- Assist in the processing of the Free and Reduced Application
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Child Nutrition Services
- Oversee vending/competitive food sales to ensure compliance with District, State and Federal policies

- Carry out all other duties as assigned

SUPERVISORY RESPONSIBILITIES: Assist in supervision of kitchen (site) managers and participate in performance management for staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess competence in microcomputer operations including word processing, spreadsheets, relational databases and presentation software.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in related area preferred. Equivalent technical training considered
- Knowledge of Dietetic/Nutritional Standards of PK-12th grade preferred
- Knowledge of Standardized recipes preferred
- ServSafe certified preferred
- Knowledge of Free and Reduced regulation preferred
- Knowledge of operating a Point of Sales software system preferred
- Knowledge of operating an Inventory Control software system preferred
- Seven years' experience in Food Service operation with at least five years in a supervisory position preferred
- Any such combination of education and experience as the Board may find acceptable

CERTIFICATES, LICENSES, REGISTRATIONS: SNA Certified, or SNA Credentials preferred

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 50 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to Add, Subtract, Multiply, and Divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all district requirements and Board of Education Policies.

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.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with server time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.