

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Assistant Director Operations of Nutrition Services

Reports to: Nutrition Services Director, Business Services

POSITION SUMMARY

Coordinate and monitor the Child Nutrition Programs (CNP) in the District through supervising, directing, and evaluating the area managers. Assist in the administration of all aspects of DCSD Nutrition Services.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 50% Manage Nutrition Services departmental personnel matters including: staff recruitment and retention, salary administration, job evaluation, negotiated contract management, leave approvals, disciplinary action, dismissals, and grievance procedure. Provide neutral party mediation within department as needed. Supervises and acts as a resource to Nutrition Services Area Managers personnel matters. Acts as a resource to the Director in personnel matters.
- M 15% Oversees all USDA CNP functions for organization and compliance, maintaining necessary and appropriate records per department, district, state, federal and health department requirements. Insures compliance at all time.
- M 10% Insures complete, timely, and accurate communication through published materials and department written and website communications. Coordinates department nutrition education materials. Assists and facilitates community understanding of program related to health and nutrition.
- W 5% Oversees the health and nutrition of DCSD students through menu development for all applicable CNP, conforming to department, district, USDA, state, and federal guidelines. Insures compliance at all time. Oversees department marketing programs. Oversees development and manages process for new product testing.
- M 5% Oversees for complete and accurate nutritional analysis including record retention per department, district, USDA, state, and federal guidelines. Insures compliance at all times.
- Y 5% Conducts Nutrition Services Area managers' annual evaluation.
- W 5% Facilitates staff meetings as needed.
- D 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Associates Degree in Food Services or related field plus five (5) years experience in institutional food services management required; Bachelor's Degree strongly preferred;

MINIMUM EXPERIENCE

Five (5) years multi-unit child nutrition program management experience preferred. USDA and schools experience preferred.

SKILL REQUIREMENTS

Computer applications: Microsoft Office

Knowledge of State and Federal regulations on food preparation and delivery in a school district.

Knowledge of large scale food service operations, including cost controls

Knowledge of food service industry standards, such as product distribution, sanitation and training methods.

Knowledge of basic Accounting processes

Ability to learn Comelex Software

GENERAL EXPECTATIONS

Is flexible.

Has the ability to work cooperatively with supervisors and co-workers.

Has the ability to understand and follow complex oral and written instructions.

Has the ability to perform responsibilities without the necessity of close supervision.

Has the ability to effectively communicate with the school district community.

Maintains a generally positive attitude.

Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Valid Colorado driver's license
- ◆ American School Food Service Association Certification within 6 months of hire.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate lifting of up to forty (40) pounds.

Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES

- ◆ Direct supervision of up to ten (10) professional and classified staff members
- ◆ Indirect supervision of up to forty (40) classified staff

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.