

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Assistant Director Support of Nutrition Services

Reports to: Nutrition Services Director, Business Services

POSITION SUMMARY

Assist in administration of all aspects of Child Nutrition Programs (CNPs).

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 20% 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 central department as needed. Acts as a resource to Nutrition Services Area Managers and Director in personnel matters.
- D 20% Oversee and supervise Nutrition Services office processes including payroll, clerical human resources, substitute staffing, purchasing, and free and reduced application processing. Oversees the operator of financial accounting functions and Colorado Department of Education (CDE) compliance.
- W 15% Oversee department HACCP (Hazard Analysis Critical Control Points) and Employee Safety Administration. Manage USDA HACCP compliance and training. Manage Tri-County compliance and sanitation training. Manage compliance and administration of District Workers' Compensation policies and procedures for Nutrition Services employees.
- W 15% Oversees procurement of Nutrition Services products through written specifications and competitive food and supplies bids.
- D 10% Oversee Nutrition Services systems computer operations.
- W 10% Manage department quality training programs including new employee orientation, hourly employee, manager, and facilitator development, and department resource library.
- W 5% Oversees and manages all facility, construction, equipment (large), and security related functions, and Tri-County compliance.
- Q 2% Assume administration of Nutrition Services Program in absence of Director.
- D 3% 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.