



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

ASSISTANT DIRECTOR – CHILD NUTRITION

DEPARTMENT/SITE: Child Nutrition

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 11

WORK CALENDAR: 261 Days

REPORTS TO: Director of Child Nutrition

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition, the Assistant Director of Child Nutrition plans, organizes, and directs activities and operations of the Nutrition Services programs as needed to support the goals and objectives of the Director in the overall management of the Child Nutrition Services Department; performs other related activities such as developing menu items, efficient food preparation and serving techniques to scale new items for volume production, and addressing/troubleshooting supply chain issues for sourcing of food and other items needed for operational efficiency ensuring preparation of appropriate, nutritious meals for student consumption.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in planning, organizing, and monitoring the purchase and storage of food and Nutrition Services supplies and equipment; assist in assessing and determining bid specifications and testing criteria; oversees the selection of appropriate vendors and suppliers.
- Assists in selection, training, directing, and evaluation of assigned staff; develops, implements, and monitors work plans to achieve departmental mission, goals and performances measures; develops work schedules and production standards; monitors effectiveness and safety of workplace.
- Attends conferences and meetings as directed and makes presentations to the Board of Education and other governmental agencies as requested.
- Interacts with other District departments personnel, governmental and private agencies, consultants, sales representatives, and other outside organizations.
- Oversees, as directed and in coordination with various subordinate Child Nutrition supervisory staff, planning, organizing, controlling, integrating, and evaluating the work of the Child Nutrition Department; assists with the development, implementation, and monitoring of work plans, systems and procedures to achieve District and departmental mission, goals, and performance measures consistent with federal, state and District laws, policies, regulations, and rules.
- Participates in the development and monitoring of all budget programs related to the Child Nutrition Services Department as well as state and federal compliance reviews.
- Plans, develops, and conducts in-service trainings; coordinates planning for, or implementation of, changes with the Child Nutrition Managers, Principals, Site Supervisors and/or other personnel of the District.

- Provides assistance to site Child Nutrition Supervisors and Managers to resolve problems; recommends personnel transfers to meet the needs of the Child Nutrition programs; and assists in the resolution of disciplinary problems.
- Provides leadership for managers to develop, train, and retain highly competent staff; participates in programs and activities that promote workplace diversity and positive employee relations environment.
- Provides technical expertise and suggestions concerning menu planning for preparation methods, ordering, inventory levels, substitutions, delivery issues, and effective equipment utilization.
- Researches, prepares, and accurately maintains a variety of reports, documents, schedules and policies pertaining to storage, equipment maintenance costs, inventory, and supplies.
- Serves on behalf of the Director in his/her absence and assists on special projects as needed.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- School food service programs, operations, and activities
- Meal production planning and scheduling
- Principles and methods of quantity food serving and storage
- Principles and practices of public administration, including accounting, food service preparation, and food merchandising, serving and storage
- Office management procedures and practices, methods, and terminology
- Technical aspects of researching
- Extensive working knowledge of standard computer software used by the District and Federal and state agencies as needed for managing the Child Nutrition Program
- Basic math skills; measuring food quantities for meal development and preparation
- English language, grammar, spelling, and punctuation
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- District Organization, operations, policies and objectives governing board regulations

Skills and Abilities to:

- Adhere to safety practices
- Plan and manage projects
- Prepare and maintain accurate records
- Operate standard office equipment including assigned computer and District software applications as well as specialized software for Child Nutrition
- Assist in planning, organizing, integrating, and directing a large school district Nutrition Service program and operation
- Evaluate foods products, supplies, and equipment
- Prepare, analyze, and maintain records and reports
- Understand, interpret, apply, and explain applicable laws, codes, policies and procedures
- Estimate food quantities needed and order quantities for economical food preparation and serving
- Select, train, supervise and evaluate the work of assigned personnel
- Recognize and correct safety hazards
- Communicate effectively orally and in writing
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility
- Make recommendations in accordance with laws, regulations, rules and policies

- Use tact and diplomacy in dealing with sensitive situations and concerned people and customers
- Work with a diversity of individuals and/or groups
- Establish and maintain effective working relationships with those encountered in the course of work
- Present a positive image of Madera Unified School District

RESPONSIBILITY:

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Associate degree from an accredited college in food services management with a major in nutrition, dietetics, public health, institutional and/or in business administration or closely related field

OR as substitution for the education:

An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities of the position.

EXPERIENCE REQUIRED:

Five (5) years of progressively responsible work experience in a food service program, two (2) of which must be in a supervisory role within the food service program; preferably in a school setting.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and trainings relative to performance of job functions, duties, and responsibilities.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Generally, the job requires frequent standing and walking some sitting
- Lifting, carrying, pushing, and/or pulling files, other office objects, and food preparation tools, equipment, and food items
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate kitchen equipment, a computer keyboard, and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to assure proper quantities of food and read documents and computer screen
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers

- Exposure to cleaning and sanitizing agents