

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ASSISTANT DIRECTOR, FOOD AND NUTRITION SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE – D**

**COST CENTER: FOOD AND NUTRITION SERVICES (9021)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in Dietetics, Restaurant Management, Culinary Arts or Business
- (2) Three (3) years successful experience in school food service or institutional management operations, including experience in a supervisory role.
- (3) Registered dietitian preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of State Board of Education regulations, state statutes, federal laws, USDA regulations as they relate to food service, purchasing, records retention, nutrition, financial planning and warehousing and distribution. Ability to plan and manage a variety of functions. Skill in written and oral communications. Ability to manage the District's food service and distribution needs. Computer proficiency and knowledge of applicable software.

**REPORTS TO:**

Director of Food & Nutrition Services

**JOB GOAL**

To assist the director with implementing a fiscally responsible and nutritionally appropriate food and nutrition services program within the parameters of applicable laws, regulations and policies.

**SUPERVISES:**

Direct supervision of assigned food and nutrition services support, plus 2-3 school operations Programs as department needs warrant.

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist with the direct the operation, activities and personnel of the School Food and Nutrition Services Department in compliance with sound business practices, School Board policies, federal law, and United States Department of Agriculture (USDA) regulations.
- \* (2) Assist with developing specifications for food, supply and equipment bids and monitor for conformance.
- \* (3) Assisting with implementing and assuring compliance with federal and state guidelines for the Free and Reduced Priced Meal Program, including establishing and monitoring records and record keeping procedures centrally and at individual school centers.
- \* (4) Assist with coordinating the development of kitchen layout and equipment specifications required for new construction and remodeling projects with assigned architects and facility planning personnel.
- \* (5) Assisting with monitoring food service operations at each school from both a fiscal and a program perspective, and, in conjunction with the school principal, evaluate the quality of program implementation.
- \* (6) Assist in maintaining a positive public relations program, promoting a good public image of the program and maintaining good relations with the community.

**DIRECTOR, FOOD AND NUTRITION SERVICES (Continued)**

- \* (7) Assist in communicating and consulting with principals and managers regarding school food service requirements.
- \*(8) Assist in enhancing the health and nutrition of school children by maintaining a nutritionally appropriate food and nutrition services program.
- \*(9) Assist in develop and present periodic reports / analysis for the food service and distribution programs.
- \*(10) Assist in developing and making recommendations regarding policies, procedures and needs of the Food and Nutrition Services Department.
- \*(11) Serve as designee in absence of director
- \*(12) Assist in making and sharing decisions in a timely manner.
- \* (13) Assist in gathering, monitoring, and sharing data for comparison and improvement purposes.
- \*(14) Assist managers in analyzing and using operational results to continually improve service to customers.
- \*(15) Assist in planning, promoting and organize training programs for personnel at all levels in the food service program and ensure that training programs are regularly updated to achieve program standards.
- \*(16) Attend state and federal meetings to stay abreast of recent changes in regulations and keep abreast of current trends and best practices.
- \*(17) Set high standards and expectations for self and others.
- \*(18) Demonstrate support for the District's vision, mission, goals and priorities.
- \*(19) Develop and implement a system for collecting, analyzing, comparing and reporting costs on both an aggregate and unit basis for each school operation, in order to evaluate cost-effectiveness of each program.
- \*(20) Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food services program.
- \*(21) Supervise assigned personnel, conduct performance appraisals and make appropriate employment recommendations to director.
- \*(22) Assist in assuming responsibility for the preparation of required District, state and federal reports.
- \*(23) Assist director in buying and procurement functions according to USDA guidelines.
- \*(28) Assist in initiating and promoting nutrition education and training activities throughout the District.
- \*(29) Oversee billing and purchasing procedures assuring compliance with state and federal laws.
- \*(30) Assist in preparing all required reports and maintain appropriate records.
- \*(31) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(32) Facilitate problem-solving by individuals or groups.
- \*(33) Respond immediately to emergency situations.
- \*(34) Coordinate the evaluation of the food services program annually as required by federal regulations.
- \*(35) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- \*(36) Sustained focus and attention to detail for extended periods of time.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**DIRECTOR, FOOD AND NUTRITION SERVICES (Continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities