

# JOB DESCRIPTION

**Job Title** Assistant Director Food Services  
**Reports to** Director of Food and Nutrition Services  
**Dept/School** Food and Nutrition Services

**Job Title Code** 126050EF  
**Wage/Hour Status** Exempt  
**Pay Grade** 106  
**Date Revised** December 9, 2024

## Primary Purpose

Assist the Director in planning and implementing programs that support the regulatory requirements of the Child Nutrition Program and nutritional requirements for students. Promote development of good management practices while maintaining a safe and sanitary environment. Plan, direct and manage the procurement of food products, equipment and services for the Food and Nutrition Services Department (FNS).

## Education/Certification

- Bachelor of Science Degree in Food and Nutrition, Dietetics, Food Service Management or related field
- Valid Texas Registration by the Commission on Dietetic Registration

## Special Knowledge/Skills

- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills
- Knowledge of menu planning, food purchasing and preparation of food in a school nutrition environment

## Experience

- Two (2) years' experience in a school nutrition environment

## Major Responsibilities and Duties

### Program Management

1. Assist in development, implementation and evaluation of goals and objectives for the FNS Program to include budget planning, monitoring and evaluation of programs, menu planning and special catering functions.
2. Develop and write bid specifications for annual bids for food, small equipment and large kitchen equipment.
3. Submit bid specifications with quantities to the purchasing department within established time frames for quote and bid processing.
4. Participate in the bid opening, evaluation and awarding of FNS.
5. Coordinate commodity utilization including commodity processing and distribution of commodities to the schools.
6. Coordinate the dissemination of new products and order information at manager's meetings.
7. Coordinate the evaluation of selected food samples before purchase for acceptability by conducting taste testing with students (YAC's).
8. Coordinate the development of the master cycle menu for elementary schools and middle/high schools ensuring that minimum nutrition standards set by the USDA are met.
9. Develop production worksheets that meet USDA basic meal pattern requirements.
10. Coordinate the evaluation of recipes in use and adjust improve quality and acceptability of food products.
11. Develop appropriate food service systems and standards of excellence to provide and maintain quality in the presentation and service of food.
12. Apply management principles to establish and maintain high standards for quality food purchasing, distribution, preparation, and presentation.
13. Plan, coordinate, and determine cost for special catered functions.

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14. Assist in planning kitchen designs and equipment selection for new schools and replacement equipment for all school kitchens.
15. Oversee the departments coordinated school health activities and nutrition education for students.
16. Oversee and coordinate the summer feeding program.
17. Review and revise FNS policies, bulletins, and employee handbook.
18. Ensure that policies and procedures are followed for the National School Lunch and Breakfast Programs, After School Snack Program, Seamless Summer Option Program, Fresh Fruits and Vegetable Program or Child and Adult Care Food Program (Supper Program) and any other programs.
19. Compile and file the federal program reimbursement claims within required time frames.
20. Maintain good public relations with students, faculty, parents, and District departments.
21. Must meet USDA Professional Standards for all School Nutrition Program employees.

## Supervisory Responsibilities

Supervise all assigned personnel.

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional prolonged and irregular hours; occasional districtwide travel

## Terms of Employment

226 days; salary to be established by Boart of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.