

Job Title: Assistant Director, Food, and Nutrition
Services

Wage/Hour Status: Exempt

Reports to: Director of Food and Nutrition Services

Pay Grade: 106

Dept/School: Food and Nutrition Services

Date Revised: June 22, 2023

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 ordering 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 principals to establish and maintain high standards for quality food purchasing, distribution, preparation, and presentation.
13. Plan, coordinate, and determine cost for special catered functions.

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 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 the Board of Trustees

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with federal funds and my job duties/responsibilities must comply with the Federal Program requirements.

Employee Signature: _____ **Date:** _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with Federal Program requirements.

Supervisor Signature: _____ **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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.