

## Union Public Schools Job Description

**Position Title:** Child Nutrition Associate Director  
**Department:** Child Nutrition  
**Reports To:** Director of Child Nutrition

**FLSA Designation:** Exempt

**SUMMARY:** To assist and support the Child Nutrition Department in a manner that provides healthy, nutritious and high quality meals while the program remains financially sound and self-sufficient. Support and implement the vision, mission, and goals of Child Nutrition. Coordinate secondary and elementary school cafeteria food service activities, programs, training, supervision, marketing and promotions, and operational and financial functions. Decisions, actions, and attitude are aligned in supporting and promoting the District Mission to graduate 100% of our students college and/or career ready, as well as the District Core Values that guide the District's strategic focus and action in accomplishing its mission:

- **Commitment to Excellence** –Pursue the highest measure of quality in all that we do.
- **Collegiality** - Demonstrate respect and an ability to work as team members.
- **Honesty, Integrity, Transparency** – Do what's right and above board.
- **Innovation** – Embrace new, effective thinking and programs.
- **Inclusiveness** – Cultivate an organizational culture of accepting children, families, and employees for who they are rather than categorizing them by income, ethnicity, or ability.
- **Empowerment** – Help people reach their full potential.
- **Accountability** – Accept responsibility for achieving results.
- **Thoughtful Planning** – Use data and district values in planning and decision making.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists in assuring financial accountability of school cafeterias. Develops an annual budget for each site and monitors monthly revenues and expenditures for each site.
- Assists with Child Nutrition Department budget development, planning, and allocation of resources to maintain a self-supporting, cost effective program.
- Monitors and controls food cost and assesses areas to reduce waste.
- Assists in evaluating school participation in relation to meals per labor hour and efficient labor utilization
- Implements innovative programs that increase efficiency and student participation.
- Inspects all school kitchens and dining areas routinely to insure that standards of efficiency, food quality, cleanliness, health, safety, and accounting procedures are being maintained.
- Assists in coordinating the activities of the staff, recommending measures to improve performance and increase efficiency
- Knows and complies with USDA, State Agency, and District guidelines, requirements, and policies. Observes and corrects any deficiencies in compliance with district, state, and federal school meal regulations.
- Assists with recommending assignments, working hours, promotions, transfers and terminations when necessary.

- Assists with the assessment, development and implementation of training and curriculum for kitchen managers and staff including culinary skills, equipment, regulatory compliance, and computer skills.
- Encourages development of leadership for managers and staff, providing opportunities for growth and promotion.
- Assists in reviews of performance evaluations for Child Nutrition employees.
- Assists in oversight of employment procedures and employment recommendations.
- Assists in reviewing weekly grocery orders making appropriate corrections, considering inventories and participation.
- Assists in oversight of procurement, processing, storage and use of all USDA commodity foods.
- Assists in the preparation of bid specifications for the purchase of food products and equipment in compliance with federal, state and district procurement guidelines.
- Maintains safety standards in compliance with local, state, and federal regulations and provides ongoing employee safety training to minimize accidents
- Assists Coordinators and Managers with data collection and reports for participation, inventories, requisitions, payroll, work orders, and requests for equipment repair.
- Tests and evaluates new products, foods, and equipment.
- Develops and implements marketing programs to increase participation
- Evaluates cafeteria for appropriate marketing materials and atmosphere.
- Assists in establishing and maintaining a preventive maintenance, repair, and replacement program for all cafeteria equipment and keeps appropriate records and reports of such equipment. Follows-up on equipment maintenance and repairs.
- Evaluates and reports facility conditions, needed improvements, sanitation and safety to the Director of Child Nutrition
- Assists with menu development, the menu planning process, as well as the nutritional analysis of meals.
- Assists in serving as a liaison between principals and the Child Nutrition Department.
- Assists in the development of a marketing plan that promotes and communicates the school nutrition services to students, parents and other school personnel and to the community.
- Develops an annual student, parent, and personnel survey to gather input about the quality of food, menu planning, and service within the department.
- Works with student groups, principals, and teachers to promote nutritional awareness and gather input and suggestions regarding student-preferred foods. Conducts student focus groups for feedback for improvements to Child Nutrition programs.
- Provides optimal customer service.
- Works with various software applications, entering and retrieving data as needed.
- Monitors and maintains the free and reduced lunch program in accordance with all federal and state guidelines.
- Ensures the accuracy of the free and reduced student counts for each site.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees by supervising all secondary and elementary coordinators, managers and cafeteria staff.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required.*

**EDUCATION and/or EXPERIENCE:** (a) Bachelor's degree in Foods and Nutrition, Food Management, Quantity Food Preparation, Personnel Management, and/or Business Management preferred; (b) or equivalent educational experience, with academic major in specific areas and a State-recognized certificate for school nutrition directors; (c) or bachelor's degree in any major and at least five years of experience in management of school nutrition programs. Proficient experience in computer operations such as WinSNAP/WebSMARTT, Crystal Reporting, and Microsoft Office (Word, Excel and Outlook) preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid ServSafe Certification required. In addition to food safety training, at least twelve (12) hours of annual continuing education/training is required.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to stand, walk, sit, talk or hear. The employee is occasionally required to walk and stand. The employee may occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, fruit, canned food etc. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.