

UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SCHOOL NUTRITION ASSISTANT DIRECTOR

FLSA STATUS: EXEMPT 12-MONTH

GENERAL STATEMENT OF JOB

The School Nutrition Assistant Director will provide direct administrative support to the School Nutrition Director. This position will involve system wide administrative and supervisory functions in the School Nutrition Program, assisting in the assurance of quality control through supervision of School Nutrition Supervisors. This position will oversee and supervise daily operations and administer federal programs to assure compliance with regulations for all school sites and meal programs in Union County Public Schools. Additionally, this position will oversee food product screening, testing and procurement, and provide leadership to coordinate and oversee the procurement and maintenance of equipment.

SUPERVISORY RELATIONSHIPS

This position will report directly to the School Nutrition Director.

ESSENTIAL JOB FUNCTIONS

Assist with the coordination and supervision of the school nutrition program to assure that it is administered in accordance with federal laws, state board regulations, and system policies and reporting.

Direct daily operation, provide leadership and administrative support for Union County Public Schools School Nutrition Program; assist School Nutrition Director with day-to-day operations and assume duties of Director in his/her absence.

Develop and update plans for the procurement of foods that meet federal/state nutritional regulations and budgetary goals; monitor product specifications, meet with vendors to appraise new products; coordinate product testing/evaluations in schools; monitor product quality/customer satisfaction after purchase and communicate product use and availability with central office and school staff. Will oversee the planning, purchasing, storing and inventory control of the USDA commodities.

Assist with the supervision and evaluation of work performance of School Nutrition Services Supervisors. Monitor school operations through site visit reports completed by School Nutrition Services Supervisors and by direct school visits.

Serve as intermediary for problem solving between those under direct supervision and those under indirect supervision.

Instruct staff in managerial and nutrition policy and procedures.

Institute and delegate the planning, development and implementation of new projects and programs for district wide adaptation that assures compliance with state and federal mandates.

Oversee School Nutrition recipes, menu planning, maintenance and purchase of equipment and procurement of food and supplies.

Liaison with other Union County Public Schools departments, Public Information and media to represent and promote a positive image for Union County Public Schools and School Nutrition. Function as a resource related to food, nutrition and wellness in the school environment. Collaborate on assigned committees and community involvement.

Participate in hiring process for employees for all School Nutrition Administrative positions and all positions that fall under indirect supervision.

Perform related duties as assigned.

Recruit new employees to fill vacancies, advertise all available positions. Ensure that steps are taken to prevent discrimination on the basis of race, creed, age, or sex and that all Equal Opportunity guidelines are followed.

Evaluate all phases of the school nutrition program, identify needs and implement program improvement. Cooperate with other school personnel and educational agency teams in conducting program evaluation or accreditation studies.

Provide leadership and training for personnel, cooperating with school officials in development of personnel policies.

Work with principals and school nutrition managers in developing participation standards and means for implementing and maintaining standards.

MINIMUM TRAINING AND EXPERIENCE

1. Bachelor's Degree with major emphasis in institution administration, foods and nutrition, and completion of an accredited college of university internships in school lunch management, (or) one year of successful internship approved by the American Dietetic Association.
2. Three years of previous experience in a responsible position requiring the application of principles of management and nutrition.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Must have or be eligible to obtain within 60 days an approved certification in food service sanitation and HACCP procedures. Certification must remain current.

Desirable: Master's degree in Food Management, Nutrition, Business or related field

Interpersonal Communications: Requires the ability to speak and/or signal to people to convey or exchange information.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to follow written and oral instructions. Applicant must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide.

Motor Coordination: Requires the ability to coordinate the eyes and hands to use a keyboard.

Interpersonal Temperament: Requires the ability to deal with people and receive instructions. Applicant must be adaptable to performing under minimal to moderate levels of stress.

Physical Communication: Requires the ability to talk and hear.

KNOWLEDGE, SKILLS AND ABILITIES

Effective communication skills, both verbal and written

Flexibility, organization, decision-making and problem-solving skills

Ability to meet deadline and work on multiple projects

Ability to delegate and coordinate the work of others

Thorough knowledge of all state and federal laws and regulations pertaining to the National School Lunch Program, School Breakfast Program, Child Care Feeding and HACCP

Thorough knowledge of all state and local laws and regulations administered by the Environmental Health Department

Knowledge of the use of standard office equipment

Knowledge of word processing and familiarity with required computer programs

Ability to demonstrate proper phone etiquette

Ability to establish and maintain effective working relationships with all levels of staff, managers, principals, and parents

Ability to maintain confidentiality

Ability to exercise independent judgment and initiative in completing work assignments

Ability to train office personnel as needed

HOW TO APPLY

Interested parties should apply on-line at

<http://www.applitrack.com/ucps/onlineapp/application.aspx?starting=true>