

Anoka-Hennepin Independent School District #11
Job Description

Title: Assistant Director of Child Nutrition Programs
Department: Child Nutrition Programs
Reports to: Director of Child Nutrition Programs
Prepared Date: April 17, 2012

SUMMARY OF RESPONSIBILITIES

Assists in the coordination of all Child Nutrition programs and services for the Anoka Hennepin School District with a focus on menu planning, food production and purchasing. Ensures high quality nutritious meals for all Anoka Hennepin students and customers through the following duties:

DUTIES AND RESPONSIBILITIES

- Plans and costs district-wide menus to include Elementary, Secondary, Alternative Sites, Catering and contract programs.
- Supervises Child Nutrition Program's Chef Supervisor in the planning, selection and development of menu items, training of culinary skills to Child Nutrition staff, and the implementation of marketing and merchandising plans.
- Supervises Child Nutrition Program's Site Supervisors at High schools in all operational functions including, but not limited to meal preparation, food production, distribution, inventory control, equipment maintenance, food safety, employee relations and training.
- Participates in the interview and selection of new employees; makes recommendations concerning staffing, and disciplines assigned staff according to district policies and procedures.
- Prepares all district bids and/or quotes and specifications for food and non-food Child Nutrition Program supplies; small and large equipment.
- Meets with and coordinates all ordering and distribution functions with district food, supply and equipment vendors.
- Makes application for United States Department of Agriculture (USDA) donated foods and oversees requisition, receipt, storage, distribution, use and reporting. Prepares contracts for further processing of USDA commodities.
- Develops effective marketing, merchandising, and promotional programs impacting all district food service restaurants; works with the Supervisor of Food Service Business and Chef Supervisor to implement action plans.
- Assists in developing and maintaining Child Nutrition standards and policy.
- Maintains active knowledge of governmental regulations affecting Child Nutrition Programs.
- Works with school administrators, students, parents and the community as a resource for district nutrition issues and education programs. Maintains district nutritional analysis program.
- Supports Director of Child Nutrition in program budgeting by providing accurate forecasting for food, milk and bread.
- Writes grants for summer food and other food service programs.
- Assists with environmentally responsible decision making regarding Child Nutrition program planning.

- Conducts menu planning for district-wide food service programs.
- Solicits customer feedback regarding all levels of meal service.
- Assists in planning the use of space and equipment. Determines needs for current and future programs.
- Oversees administration of summer food service for community and school district programs.
- Assists with strategic and operational planning.
- Conducts school site visits and is responsible for High School, alternative site and catering operations.
- Represents Child Nutrition Programs at meetings and conferences when the Director is unable to attend.
- Encourages and represents a positive relationship between Anoka Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents and customers.
- Maintains confidentiality of all Child Nutrition Program information and Anoka Hennepin related business.
- Participates in professional organizations and attends appropriate meetings.
- Performs other tasks and assumes other responsibilities as directed.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who in turn supervise the employees in Child Nutrition Programs. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include the following:

- Recruiting, interviewing, hiring, training, and evaluating employees
- Planning, assigning, and directing work
- Assisting in the setting of staff ratios
- Assisting in the development of productivity standards
- Maintaining job descriptions
- Appraising performance including positive feedback and recommendations for discipline and/or terminations
- Addressing complaints and resolving problems

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree with a major in Food Services Management, Nutrition or Hotel and Restaurant Management or related field and 3 years supervisory experience. Menu planning and purchasing experience desired.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's license

Certified Food Service Manager Certificate preferred

School Nutrition Level 3 Certification preferred

School Nutrition Specialist Certification preferred

KNOWLEDGE, SKILLS & ABILITIES

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, parents, students, and the School Board.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk, hear, taste, and smell. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions when visiting sites, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud when at location kitchens, but quiet when in the office.