

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: October 30, 2019

SUMMARY OF RESPONSIBILITIES

Assist 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. Ensure high quality nutritious meals for all Anoka-Hennepin students and customers through the following duties:

DUTIES AND RESPONSIBILITIES

- Plan and cost district-wide menus to include Elementary, Secondary, Alternative Sites, Catering and contract programs.
- Work with the 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.
- Supervise Child Nutrition Program's Assistant Site Supervisors and 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.
- Participate in the interview and selection of new employees; makes recommendations concerning staffing, and disciplines assigned staff according to district policies and procedures.
- Prepare all district bids and/or quotes and specifications for food and non-food Child Nutrition Program supplies; small and large equipment.
- Meet with and coordinate all ordering and distribution functions with district food, supply and equipment vendors.
- Make application for United States Department of Agriculture (USDA) donated foods and oversee requisition, receipt, storage, distribution, use, and reporting. Prepare contracts for further processing of USDA commodities.
- Assist in the development of effective marketing, merchandising, and promotional programs with the Chef Supervisor and Child Nutrition Director.
- Assist in developing and maintaining Child Nutrition standards and policy.
- Maintain active knowledge of governmental regulations affecting Child Nutrition Programs.
- Work with school administrators, students, parents, and the community as a resource for district nutrition issues and education programs. Maintain district nutritional analysis program.
- Support Director of Child Nutrition in program budgeting by providing accurate forecasting for food, milk, and bread.
- Write grants for summer food and other food service programs.
- Assist with environmentally responsible decision making regarding Child Nutrition program planning.

- Conduct menu planning for district-wide food service programs.
- Assist in the solicitation of guest feedback regarding all levels of meal service.
- Assist in planning the use of space and equipment. Determine needs for current and future programs.
- Oversee administration of summer food service for community and school district programs.
- Assist with strategic and operational planning.
- Conduct school site visits and is responsible for high school a la carte and catering operations.
- Represent Child Nutrition Programs at meetings and conferences when the Director is unable to attend.
- Encourage and represent a positive relationship between Anoka-Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents, and customers.
- Maintain confidentiality of all Child Nutrition Program information and Anoka-Hennepin related business.
- Participate in professional organizations and attend appropriate meetings.
- Perform other tasks and assume other responsibilities as directed.

SUPERVISORY RESPONSIBILITIES

Manage 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 supervise non-supervisory employees. Carry 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 4 Certification preferred. School Nutrition Specialist Certification preferred. Registered Dietitian 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.

Ability to maintain regular attendance, which includes completing an assigned day. Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people 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

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

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.