

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Assistant Director, Nutrition Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9775	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>CABINET APPROVAL:</b>	05-07-2020

**BASIC FUNCTION:**

Under limited direction from the Director, plan, organize, and supervise District-wide nutrition services operations; supervise and evaluate assigned staff; and assist in the planning and organization of the District's nutrition services programs.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Provide technical expertise, information and assistance to the Director regarding nutrition services operations; advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**

Oversee compliance of all nutrition menus with United States Department of Agriculture (USDA) and state Nutrition Standards. **E**

Supervise and monitor implementation of the School Breakfast Program (SBP), National School Lunch Program (NSLP)s, the Afterschool Snack Program (ASSP), the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP) to ensure compliance with all federal and state program regulations. **E**

Act as subject matter expert on all USDA and California Department Education (CDE) nutrition regulations and requirements; to include organizing and managing all federal and state administrative reviews and audits of Child Nutrition Programs. **E**

Assist Director by reviewing, analyzing, and monitoring state and federal regulations and proposed legislation relative to school nutrition programs; assist with developing/revising procedures and guidelines. **E**

Directly oversee departments marketing objectives; coordinate community events, website development and maintenance, coordinate food photography, social media content, and advertising. **E**

Recommend and develop departmental policy, program, and standard operational changes and participate in department long range planning. **E**

Visit and inspect cafeteria sites; assure compliance with applicable laws, rules, and regulations. **E**

Direct, supervise, and provide guidance and oversight of Nutrition Supervisors; assist with interviews, evaluations, disciplinary issues, and other areas as needed. **E**

Train and supervise the performance of assigned personnel; interview and select employees, direct all departmental professional standards activities to meet federal standards; and oversee the development of training materials and handbooks. **E**

Coordinate annual training conference series with an emphasis on customer service, fiscal controls, marketing, diversity, social emotional learning, nutrition, and related topics. **E**

Develop, design and distribute monthly marketing materials such as posters, fliers, brochures, and menus. **E**

Promote the Nutrition Services Department at conferences, workshops, and presentations. **E**

Coordinate and develop grant proposals that enhance the nutrition services program and nutrition education for our students; direct the administration of all grants and awards. **E**

Supervise the work experience of nutrition student interns as assigned. **E**

Represent the Nutrition Services department at a variety of District, community and student meetings or events; plan and conduct meetings as needed. **E**

Work with District initiatives to implement and administer the District Local School Wellness Policy; act as subject matter expert for the District Wellness Committee. **E**

Work collaboratively with other departments to meet District goals and ensure alignment of programs and other services; including but not limited to Local Control Funding Formula, Internal Audits, and overall District wellness. **E**

Coordinate and collaborate with community partners to provide nutrition education, food literacy and garden education opportunities for students. **E**

Support the departments Farm to School initiatives by building a purchasing network of growers and suppliers of farm fresh fruits, vegetables and ingredients within 250 miles of the District whenever practicable to enhance the taste and quality of our school meals and to support the Farm to Fork effort of the Sacramento Region. **E**

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information. **E**

Assure purchasing activities comply with applicable statutes, regulations, and policies. **E**

Attend professional development workshops, training sessions, and professional association meetings and conferences related to institutional foodservice to stay current with state of the art methods and practices. **E**

Serve as the Nutrition Services Director in the absence of the Director as assigned. **E**

Direct and coordinate other special projects and duties as assigned. **E**

Lead and work with school improvement initiatives that close student achievement and equity gaps between racial, ethnic, and economic groups. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in dietetics, nutrition, institutional food services, public health, business or closely related field; and four years supervisory or management experience in school foodservice, restaurants, hotels or central kitchen operations.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a current ServeSafe Food Manager Certificate or obtain one within six (6) months of hire date; and require at least twelve (12) hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals. Hold a current, valid California driver's license; provide personal automobile and proof of insurance.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Nutritional and dietary requirements of school-aged children per USDA.

Child Nutrition Labeling Program.

Pertinent food service sanitation, health, and safety regulations including Hazard Analysis Critical Control Point (HACCP) food safety system.

Menu planning techniques including food values, combinations, and like-item substitutions that comply with federal meal pattern requirements.

Applicable knowledge of USDA and CDE regulations related to the National School Lunch, School Breakfast, After School Snack, At Risk Supper, and Child and Adult Care Food Programs.

Food service and commodity purchasing and procurement principals, practices, and procedures per USDA and CDE regulations.

Applicable knowledge of USDA's school meals eligibility guidance and required annual verification process.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Multisite foodservice operations and logistics.

Budget preparation, management, and oversight for various school nutrition funds.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Methods of computing food and labor cost controls.

Strategic planning and project management techniques.

Institutional food service methods and trends.

Collective bargaining agreements.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, and objectives.

**ABILITY TO:**

Operation of a computer and related software to enter data, maintain records, and generate reports.

Effective public speaking skills.

Understand and follow complex oral and written instructions and complete assignments in an independent manner.

Manage, evaluate, train, and direct the performance of assigned staff members.

Analyze operational problems and recommend and implement program improvements.

Research, analyze, compile, maintain statistical records, and prepare comprehensive statistical reports, analyses and recommendations.

Maintain confidentiality as appropriate.

Communicate effectively, and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction, and meet schedules and timelines.

Compose correspondence and written materials independently.

Utilize effective leadership skills that work well within a team setting.  
Meet District standards of professional conduct as outlined in Board Policy.  
Detail oriented with time management and organizational skills.  
Conduct nutritional analysis for various programs and age groups.  
Calculate contributions to the meal pattern based on recipes, product formulation statements and the Food Buying Guide.  
Maintain current knowledge of applicable laws, codes, rules and regulations including California Education Code, SCUSD board policies, and bargaining unit contracts related to assigned duties.  
Communicate effectively.  
Cooperative and effective working relationships with others.  
Supervise, evaluate, train, and direct the performance of assigned staff members.  
Operation of a computer and related software to enter data, maintain records, and generate reports.  
Perform arithmetical calculations with speed and accuracy.  
Meet schedule and timelines.  
Plan and organize work.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; visit kitchens and warehouse and subject to heat from ovens, cold from walk-in refrigerators and freezers, and intermittent excessive noise.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to inspect nutrition services kitchens, central kitchen and warehouse, read documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District offered plans.