



## PERSONNEL COMMISSION

**Class Code: 5059**  
**Salary Range: 46 (M2)**

### NUTRITION SERVICES ASSISTANT DIRECTOR

#### JOB SUMMARY

Under the direction of the Nutrition Services Director, assist in planning and directing the operations and activities of the District's Nutrition Services department; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist in planning and directing the operations and activities of the District's Nutrition Services department including the review of school site cafeterias, nutritional education programs, sanitation, storage, transport and delivery of food products and purchasing and accounting functions; assure compliance with federal and State laws, regulations and policies. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. **E**
- Visit sites to observe and evaluate food services personnel and procedures; develop and recommend improved methods of food preparation and service; maintain direct contact with site staff regarding compliance and control matters; drive a District or personal vehicle to conduct site visits and attend meetings. **E**
- Participate in the formulation and development of policies, procedures and programs designed to develop assigned programs and services; recommend and establish operating procedures for Nutrition Service activities and operations. **E**
- Provide technical expertise, information and assistance to the Nutrition Services Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Participate in the development and preparation of the annual preliminary budget for the Nutrition Services Department; analyze and review budgetary and financial data;

- control and authorize expenditures in accordance with established limitations. ***E***
- Assure purchasing activities comply with applicable statutes, regulations and policies; determine specifications for purchase of food and equipment. ***E***
- Research available products and interview vendors to establish and maintain sources of supply through competitive bids; assist in determining pricing. ***E***
- Coordinate planning and implementation of operational changes with Nutrition Service managers, principals, site supervisors, or other District personnel. ***E***
- Maintain current knowledge of institutional food service methods and trends; evaluate new methods for application within the department. ***E***
- Assist in planning kitchen and cafeteria layouts during construction and remodeling; direct the review of bids and analyze cost figures. ***E***
- Coordinate dissemination of departmental information and nutrition materials to the public, staff and other organizations. ***E***
- Perform research and special projects as directed; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. ***E***
- Analyze the impact of federal or state legislation or regulations on Nutrition Service programs. ***E***
- Operate a computer and assigned software programs; operate other office equipment as assigned. ***E***
- Serve as the Nutrition Services Director in the absence of the Director as assigned.
- Attend and conduct a variety of meetings.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this position assists in the management of the Nutrition Services Department, including directing daily activities and the delivery of services in the Central Kitchen and individual school sites.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Planning, organization and direction of a large institutional nutrition service program, operations and activities.
- Meal production planning and scheduling.
- Nutritional requirements of school-aged children.
- Principles and practices of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to cooking and serving food.
- Commercial kitchen equipment and measurements.
- Budget preparation and control.
- Financial and statistical record-keeping and report preparation techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.

Applicable federal and State laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**Ability to:**

Assist in planning and directing the operations and activities of the District's Nutrition Services department.  
Review and analyze work methods, procedures, and schedules.  
Recognize and correct safety hazards.  
Assure compliance with federal and State laws, regulations and policies including health and sanitation requirements.  
Train, supervise and evaluate the performance of assigned staff.  
Participate in the development of the departmental budget.  
Analyze and review budgetary and financial data.  
Direct and participate in the preparation and maintenance of a variety of records, reports and files related to assigned activities.  
Visit food service sites to observe and evaluate operations.  
Plan and conduct in-service training programs for food service employees.  
Maintain current knowledge of institutional food service methods and trends.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.

**Education and Experience:**

Bachelor's degree, or equivalent educational experience, with a major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

OR

Bachelor's degree, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.

OR

Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.

OR

Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

*SELF-CERTIFICATION OF FOOD SAFETY TRAINING:*

At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

Nutrition services and office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and inspect food service sites.  
Hearing and speaking to exchange information and deliver oral presentations.  
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 02/12/1987

Revised: 6/19/2003

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Revised: 10/29/2015

Revised: 2/4/2016