



## **JOB DESCRIPTION**

**JOB TITLE:**                   **ASSISTANT DIRECTOR OF SCHOOL NUTRITION SERVICES**

**GENERAL DESCRIPTION:**

Assists the Director of School Nutrition Services with the operation of the school meal programs.

**QUALIFICATIONS:** NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- Associate's degree with a major in Nutrition or Culinary Arts preferred or at least 2 years of supervisory experience in Public School Food Service.
- Ability to successfully assist in the administration of all aspects of the district food service program, including catering.
- Knowledge of the regulations of the National School lunch, Breakfast, and After School Snacks Programs.
- Experience in supervision of personnel.

**REPORTS TO:**                   Director of School Nutrition Services

**PERFORMANCE RESPONSIBILITIES:** NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

1. Assist with planning and supervise the preparation and serving of menus, school meals, special dinners, and all special meals required at school and district events.
2. Develop and maintain effective communications with parents, students, and the community.
3. Provides assistance and suggestions for the preparation and serving of government commodity foods.
4. Follow the size of portions served as related to the Enhanced Food Based Menus Meal Pattern.
5. Assist with prioritizing the needs of the students to promote and increase participation.
6. Give suitable assignments, instructions and supervision to Assistant Managers engaged in the activities of the food service program.
7. Assist with development and implement standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.
8. Supervise and maintain records and files related to food preparation and service, costs, inventories, personnel, and other records.
9. Assist with the maintaining of food service accounting procedures in accordance with district standards and state/federal regulations.
10. Administer personnel policies for food service personnel in order to recommend assignment, promotion, and dismissals of personnel in order to assure efficient and economical operations; observes and evaluates the performance of food service personnel.
11. Assist with payroll for the food service program.
12. Participate in the interviewing, and recommendations of food service personnel.
13. Assist in the coordinating of training and other in-service activities to enhance the program.

14. Assist in the inspection of school meal facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained, and observing and making recommendations for improvement in operations.
15. Meet with vendors, suppliers, as necessary.
16. Assist in the development of policy relevant to the Food Service Program.
17. Cooperate with Principals and District Administrators, school nurses, custodians, Department of Health, and other health officials to facilitate smooth operation of the Food Service Program.
18. Act in the absence of the Director of Food Services
19. Assist in the implementation of any shared services agreement for food services or nutrition.
20. Perform such other duties as assigned by the Director of School Nutrition Service or their designee.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Support Services Association and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be established by the Millville Board of Education in accordance with the current schedule and contract.

**APPROVED BY:**

**DATE:**