

**TITLE:** Assistant Director, Food and Nutrition Services and District Warehouse Operations

**QUALIFICATIONS:**

1. Bachelor's degree in institutional food service, business, or related field.
2. Demonstrated successful experience in progressively responsible leadership roles, preferably in institutional food service or distribution.
3. Experience in managing professional and skilled employees covered by collective bargaining contracts.
4. Experienced with industry standard-computer applications.
5. Demonstrated skill in oral and written communication.
6. Demonstrated ability to work with diverse groups
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director, Food and Nutrition Services and District Warehouse Operations

**JOB GOALS:**

1. To assist in administering the high quality food and nutrition program that meets students' nutritional needs.
2. Follows state and federal guidelines and is self supporting.
3. To assist in the management of the district warehouse inventory to assure revenue covers expenses of operation.
4. To assist in managing the district recycling, mail, courier and warehouse manpower services to maximize district resources.

**ESSENTIAL FUNCTIONS:**

1. Assists in directing and coordinating the planning, development, implementation and evaluation of the District-wide food and nutrition services, warehouse operations and recycling programs.
2. Assists in planning and managing the District food and nutrition services budget, including revenue forecasting and allocation of resources to various cost centers to ensure the program is self supporting.
3. Assists in ensuring compliance with local, state and federal rules pertaining to all aspects of program operations.
4. Assists in planning and managing the District Warehouse Operations budget and inventory, following procurement rules and policies.
5. Maintains working knowledge of regulations and trends relating to personnel management, food service, nutrition, warehousing, inventory controls and recycling.
6. Assists in developing and implementing policies, programs and administrative guidelines to submit for Board approval.

7. Collaborates with school Principals and District staff concerning the operation of food and nutrition services, warehouse operations, mail and courier services and recycling programs and their role in the District's strategic plan.
8. Coordinates with principals and managers in matters relating to recruitment, employment and performance of food and nutrition services personnel in schools.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**PHYSICAL REQUIREMENTS:**

Position requires medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or 10 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month work year. Salary as established by the Board,

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 06-03-03