



Assistant Director of Child Nutrition

JOB DESCRIPTION

The Assistant Director of Child Nutrition assists the Director of Child Nutrition in managing the food service operation, manages all personnel functions, and creates and maintains all food production activities.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree from an accredited institution in Food and Nutrition, Business, or Restaurant and Hotel Management, with an emphasis in the area of nutrition, and institutional administration
- Registered or Licensed Dietician, as well as knowledge in the Child Nutrition regulations and guidelines preferred
- Two years relevant experience preferred

DUTIES AND RESPONSIBILITIES

1. Assumes the duties of the Director of Child Nutrition in his/her absence
2. Coordinates and conducts screening interviews, selects applicants for hire, and determines employee placement
3. Maintains all personnel files and maintains all job descriptions for the department
4. Conducts investigations, handles complaints, counsels employees, and documents any employee personnel situation
5. Creates the menu for the District according to guidelines set forth by the Texas Department of Agriculture
6. Develops special diets and generates nutritional analysis for all menus
7. Creates and maintains all production records so as to meet Department of Agriculture guidelines
8. Insures all food meets JISD food quality standards
9. Demonstrates ability to work with others in a positive, productive manner
10. Is active in professional organizations, which enhance the growth of the individual and supports the District's mission
11. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions. Must have the ability to drive a car or van, able to work inside and outside in temperature extremes, slippery and uneven surfaces, chemical exposure, in close proximity to microwaves, and work around machinery with moving parts.

PAY SCALE: PO4

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*