

JOB TITLE
ASSISTANT DIRECTOR
SCHOOL AND COMMUNITY
NUTRITION SERVICES

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR SCHOOL AND
COMMUNITY NUTRITION
SERVICES

SALARY SCHEDULE & GRADE
I I, GRADE 9

LENGTH OF WORK YEAR
260 DAYS

DATE
JUNE 13, 2011

SCOPE OF RESPONSIBILITIES

Completes and maintains the program application and agreement with Kentucky Department of Education; supervises the management of school service sites to ensure compliance with federal and state regulations; oversees department office management; formulates and supervises Summer Food Service Program and department contracts with district programs; supervises department consultants; and oversees regulatory program operations in absence of the director.

PERFORMANCE RESPONSIBILITIES

1. Prepares, submits and maintains, according to appropriate schedule, the Kentucky Department of Education application and agreement for all department programs.
2. Assumes responsibility for the interpretation of federal and state regulations for the development of district policy and the dissemination of such information to district personnel.
3. Institutes the planning, development and implementation of new projects and programs for districtwide adaptation and oversees compliance standards for such programs.
4. Monitors and adjusts the labor hours in each location to assure compliance with Kentucky Department of Education guidelines.
5. Monitors the performance of school service site programs and works with assigned staff and site principals to ensure operations meet the performance objectives of the program.
6. Oversees the department's compliance and regulatory operations in the absence of the director.
7. Supervises and evaluates the work performance of the assigned staff.
8. Instructs staff in managerial and nutrition policy and procedures.
9. Coordinates and supervises management practices and procedures of school serving kitchens operating under the National School Lunch Act.
10. Performs other duties as assigned by the Director School and Community Nutrition Services.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in education, business or food management
2. Five (5) years successful managerial experience in food service programs
3. Ability to communicate professionally
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. School Nutrition Specialist Credential or Level 2 School Nutrition Association Certification
2. Professional training in food service areas
3. Knowledge of policies and procedures of the school district
4. Five (5) years successful administrative experience in public education or communications
5. Registered Dietician