



Job Description

Job Title:	Assistant Director, Child Nutrition Operations
Position Title:	Assistant Director, Child Nutrition Operations
Function:	Child Nutrition Services
Family:	Food Service Management
Reports to:	Director, Child Nutrition Operations

Terms of Employment:					
Pay Grade:	E16	Minimum Salary: *	\$64,639	Mid-Point Salary:	\$79,184
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Oversees daily operation of one or more functions or a campus. Directs staff in the development and implementation of function or campus policies, procedures and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training and planning.

Position Summary

The Assistant Director of Operations oversees and coordinates all aspects of the food service nutrition. The Assistant Director of Operations is responsible for enhancing the learning environment through effective and efficient Child Nutrition Services while adhering to both district policy and governmental regulations concerning Child and Food Nutrition.

Essential Functions / Key Responsibilities

1. Analyze reports to assess school-based food and child nutrition operations to ensure efficient, cost effective, and quality delivery of services.
2. Ensure the successful implementation and compliance of the School Lunch and Child Nutrition Program in the District. Interpret, enforce, and apply policies and regulatory requirements controlling the work of the department.
3. Supervise and manage Child Nutrition Supervisors and Nutrition Coordinator. This includes the planning, organizing, and supervision of the work of assigned staff.
4. Responsible for all personnel issues and work closely with Human Resources on personnel issues.
5. Monitor labor and food costs of all meal sites and programs.
6. Responsible for updating job descriptions for food service personnel when needed.
7. Knowledge of processes and procedures related to school districts or other governmental entities.
8. Meet periodically with departmental and school administrators to ensure satisfaction with services, assess service needs and coordinate activities
9. Select, make assignments, and train personnel; develop standards of performance for each position supervised; advise subordinates of performance standards; observe and document performance; prepare



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periodic and special evaluations of performance; prepare supporting documentation; and recommend employee recognition and discipline.

10. Develop work procedures and practices of the department and modify work assignments of staff in accordance with the needs of the department.
11. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or four years' equivalent experience
- 3+ years of professional experience in Food and Child Nutrition planning, operations and/or management, or a related function, and
 - Progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams
- Valid Texas Driver's License with a good driving record; must meet and maintain liability coverage eligibility
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Qualifications

- Bachelor's degree from an accredited college or university in Food and Child Nutrition, Food Service Management, Restaurant Management or Business Administration or related field.
- 10+ years progressive experience in Food and Child Nutrition planning, operations and/or management
- 2+ years progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams

Knowledge, Skills & Abilities

- Knowledge of United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) regulations for child nutrition programs
- Demonstrated leadership style compatible with the position
- Demonstrated supervisory skills
- Demonstrated organization skills
- Knowledge of funds management
- Management style compatible with the position
- Demonstrated ability to present a positive image for the District, maintain professional demeanor, provide effective customer service and make good decisions
- Ability to safeguard sensitive and confidential information from intentional or unintentional disclosure
- Ability to organize and coordinate multiple tasks and to work under time pressure to meet deadlines
- Demonstrated proficiency in Microsoft Office Professional, including Excel, and Nutrikids software
- Ability to communicate clearly and effectively, both orally and written, at all levels including the Board



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Working Conditions

Work Environment:

- Maintain emotional control under stress
- Work with frequent interruptions
- Work with frequent deadlines
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours

Physical Demands/Requirements:

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, driving, traveling
- Occasional: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

Supervisory Responsibilities / Direct Reports

- Manages assigned district staff.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____