

MABANK ISD

Job Title: Assistant Director of Child Nutrition Exemption Status/Test: Exempt

Reports to: Director of Child Nutrition

Date Revised:

Dept./School: Child Nutrition

Primary Purpose:

Assist in directing and managing the child nutrition operation of the district. Take on the duties and responsibilities of the Director of Child Nutrition in his/her absence.

Qualifications:

Education/Certification:

***Input here please- High School Diploma/GED, bachelor's degree preferred.**

Certified Food Manager

Eight hours of food safety training (completed not more than five years prior to employee's start date or within 30 days of employee's start date)

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of federal and state regulations for the National School Lunch Program, National School Breakfast Program, After School Care Program and Seamless Summer Option.

Ability to conduct on-site inspections of food service facilities districtwide

Ability to manage budget and personnel

Ability to uphold policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

Experience:

5 years experience in public school food service

Major Responsibilities and Duties:

Assist Director in managing district's child nutrition programs.

Take on the duties and responsibilities of the Director of Child Nutrition in his/her absence.

Process free and reduced lunch applications following United States Department of Agriculture and Texas Education Agency guidelines for meal eligibility and reimbursement of federal funds when applicable.

Manage all Community Eligibility Provision applications, reporting, and compliance requirements.

Maintain written procedures for all food service operations.

Assist the general public with questions or concerns regarding the department school meal programs.

Manage cash handling processes and deposits.

Budget and Inventory

Manage a cost-effective and efficient food procurement and inventory system meeting both federal and Texas Education Agency (TEA) standards.

Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.

Forward invoices and purchase orders for food service department to accounting department.

Manage inventory and stock control program for equipment and supplies

Policy, Reports, and Law

Uphold Federal and state law, State Board of Education rule, and board policy.

Compile, maintain, and file all reports, records, and other documents required.

Ensure employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.

Complete minimum annual continuing education requirements.

Personnel Management

Assist Director with Selecting, training, and evaluating staff

Assist with developing training options and improvement plans to ensure exemplary operation in the food service area.

Safety

Ensure measures are upheld and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.

Maintain safety standards conforming with federal, state, and insurance regulations and develop a program of preventive safety.

Assist in Organizing and conducting training programs to promote safe food handling and a safe work environment.

Supervisory Responsibilities:

Assist director in to Supervise, evaluate, and recommend the hiring and firing of child nutrition managers, supervisors, and support staff assigned to the child nutrition department.

Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Dat