



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 5/6/2024

Assistant Director, School Nutrition Services

Pay Scale: B

Level: 23

FLSA Status: Exempt

Job Family: School Nutrition

Primary Location: Round Hill Center

Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview

Under general direction of the Director of School Nutrition (SN), assists in planning, organizing, directing, and reviewing a comprehensive school nutrition program on a district-wide basis. Employee will contribute to the development and leadership of a nutritional program meeting National School Lunch & School Breakfast Program requirements as well as Child and Adult Care Food Program, and Summer Food Service Program requirements. The employee ensures program compliance with Federal, State, County and District requirements, oversees execution of program applications, and supervises program personnel functions. The employee contributes to the development of the program budget. The employee will provide information and serve as a resource to district administrators, achieving defined objectives by planning, developing, implementing, and maintaining services in compliance with district objectives as well as all relevant guidelines, policies, codes, and regulations related to nutrition, health, sanitation, procurement, and fiscal responsibilities.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Leads in the development, management, evaluation, and modification of division wide food and nutrition services programs. Plans short- and long-term objectives for office, department, and school division
- Supervises personnel functions including interviewing, evaluating, supervising, disciplining, training and development, and record retention
- Oversees a staffing model based on industry best practices for schools to ensure optimal productivity. Balances the compliment of full-time and part-time staff to effectively manage labor costs; Assists in the development of operational procedures related to staffing
- Leads the implementation of quality standards in the areas of food, customer service, professional appearance, and sanitation; Interprets and communicates federal, state, and local regulations related to program requirements and daily operations
- Ensures annual program applications and corresponding documentation are accurate and submitted in a timely manner. Oversees distribution and processing of free and reduced-price meal applications, application verification, and CEP program

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- Oversees systemwide menu preparation, recipe development, and leads the development and testing of new products for menus by conducting taste testing with students and staff
- Directs the management of food services purchases and distribution; Negotiates and/or manages contracts, grants, partnership agreements, and/or memoranda of understanding/agreements
- Participates in preparing and forecasting the operating budget for the department and office; establishes controls over expenditures
- Directs the completion of program statistics and ensures development of appropriate reports, regulations, and related directives for Leadership Team consideration and action
- Reviews and makes recommendations for revision of School Board Policies affecting SN
- Collaborates with schools, other offices and departments, and non-school agencies to accomplish the mission of the office, department, or school division
- Meets with, presents to, and/or makes recommendations to high-level officials or School Board
- Establishes robust marketing efforts to promote child nutrition programs within the school division; Leads student wellness efforts for the district
- Leads or facilitates meetings with community groups or employee associations
- Stays abreast of current research, trends, and best practices relevant to child nutrition programs

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree from an accredited university in public health, nutrition, dietetics, food science, hospitality, or directly related field

Experience

Five (5) years of experience leading USDA-sponsored meal programs

Five (5) years of supervisory experience required

Licenses and Certifications

ServSafe Certification, School Nutrition Association Level 3 certificate or School Nutrition Specialist (SNS) credential required

Knowledge, Skills and Abilities

- Demonstrated ability to manage a professional staff and build an effective team that sustains a high level of efficiency and effectiveness
- Demonstrated ability to solve complex problems, analyze key performance indicator results and take appropriate action
- Well-rounded with a flexible attitude and an ability to collaborate in a team environment
- Excellent organizational, management, and interpersonal skills
- Ability to communicate effectively verbally and in writing
- Strong oral presentation skills with the ability to engage the audience
- Knowledge and experience working with a culturally and ethnically diverse student population and staff

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately,

loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.