

Arlington School District No. 16
Job Description

JOB TITLE: Assistant Supervisor-Child Nutrition

CLASSIFICATION:	Excluded/Non-represented
LOCATION:	Arlington School District
REPORTS TO:	Director of Child Nutrition
HOURS:	8 hours/210 days
SALARY:	\$38.47-\$41.94 Depending on Experience

SUMMARY: The Child Nutrition Assistant Supervisor assists the Child Nutrition Director in the overall operation of the department including planning, organizing, promoting, supervising the program and employees. In addition, responsibilities include ensuring compliance with federal and state regulations, menu planning and nutrition analysis, ingredient and recipe development, vendor purchasing systems and student special diet management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Menu Planning and Analysis

- Support the operation of the school nutrition program to provide cost-effective and customer-friendly menus for all age groups
- Develop and manage all school building breakfast and lunch menus that meet federal child nutrition requirements
- Manage and coordinate new or continued ingredients with food service vendors and brokers
- Manage and coordinate production records and other supporting documents
- Manage and assess the District's USDA Foods entitlement, forecasting and integration of USDA foods into menus, ongoing inventory and usage controls
- Evaluate and manage the department's food service vendor ordering systems

Special Diet Management

- Manage the District's special diets program and all students affected
- Active liaison between health service and Child Nutrition services
- Management and maintenance of department forms, new or ongoing student special diets concerns, point of sale food allergy alerts or restrictions and documentation of process
- Ongoing development and training of kitchen staff to prevent risk in prep and service areas
- Ongoing communication with nurses, students and families regarding allergies and special diet accommodations or food health concerns

Department Program and Staffing Support

- Assist with overall management of the Child Nutrition services operations including Free and Reduced applications
- Assumes Child Nutrition Director responsibilities and authority in his/her absence
- Assist with evaluation of all phases of the school nutrition program, identify needs and implement program improvement
- Support the catering program for special events and meetings
- Evaluate and make recommendations for staffing needs & conduct hiring process
- Monitor school building schedules for breakfast and lunch service impact
- Support staff and make suggestions or improvements as necessary
- Evaluate Child Nutrition employees as needed and annually
- Provide motivational leadership and support to employees that promotes job satisfaction and performance improvement
- Plan programs and prepare materials for continuous professional growth and development
- Provide technical assistance and training for Child Nutrition staff
- Assist with planning and leading in-service training and staff meetings

- Attend workshops, seminars, and other personal/professional development programs, maintain current knowledge of trends and developments in effective Child Nutrition management and systems

General

- Provide superior customer service to staff and community, in person, by telephone, and email. This includes providing requested information using discretion, and troubleshooting potential problems
- Make arrangements for meetings as requested, including facilities, catering and speakers
- Maintain a working knowledge of federal and state laws pertaining to position
- Ability to keep accurate internal records for external reporting
- Prepare and maintain district documents using Microsoft Office or other computer software
- Perform effectively in a highly collaborate setting focused on team work
- Order and manage the purchase of food, equipment, supplies and materials for department
- Maintain budgets and account for funds including recording and depositing
- Generate reports and other documents as requested
- Know and follow district policies and procedures
- Observe strict confidentiality regarding student and personnel information
- Refer questions regarding district operations to appropriate staff for response
- Demonstrate professionalism through punctuality and minimal absences
- Other relevant duties as needed or assigned to accommodate the efficient operation of the department

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in any academic major and at least 2 years of relevant school nutrition program experience. OR Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field, and a minimum of 2 years of relevant school nutrition experience.
- Minimum eight hours of food safety training is required (not more than five years prior to the starting date or completed within 30 days of the employee's start date)

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State Food Handler's permit-ability and willingness to maintain a current permit
- Valid ServSafe Food Safety Training Certificate-ability and willingness to maintain a current certificate
- Valid Washington State driver's license

Current First Aid/CPR Card (may be required)

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business and technical manuals, laws or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions, from administrators, parents, students, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables.
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Knowledge of food allergies, ingredients, additives and other dietary concerns
- Knowledge of commercial cooking, proper food preparation techniques and recipe development
- Knowledge of methods, procedures, and techniques of cooking, baking and large quantity food preparation
- Ability to read, monitor, and work within the constraints of budgets.
- Knowledge/experience in the use and function of different types of specialized food service equipment
- Skill with word processing and spreadsheet applications including the use of Microsoft Office and Google
- Skill to read and interpret rules and laws and apply them with good judgment in a variety of situations.
- Ability to maintain confidentiality.
- Ability to maintain a positive attitude at all times.
- Ability to communicate effectively with coworkers, staff, parents and the public both verbally and in writing.
- Ability to learn new skills and adapt to a variety of working situations.
- Ability to organize, set priorities, meet deadlines, attend to detail and follow through on assigned tasks.
- Ability to work in an office situation where interruptions occur frequently and priorities are often modified, requiring a high degree of flexibility.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public, district staff and establish cooperative working relationships.
- Ability to communicate a positive image of the employer through attendance, personal and professional avenues.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work.
- Access to reliable transportation for driving between buildings

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand and walk; occasionally bend or twist at the neck and trunk; lift and carry objects weighing up to 20 pounds; and use the hands to handle, finger, or feel objects, tools, or controls. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate. The employee must be able to meet deadlines with time constraints and interact with students, parents, and other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.