

WENTZVILLE R-IV SCHOOL DISTRICT
Position Description
Locator: 5.01

Job Description: Assistant Director of Child Nutrition
Reports To: Director of Child Nutrition

SUMMARY

To assist the Director of Child Nutrition in providing each student with nutritious food in a clean and caring atmosphere.

QUALIFICATIONS

Bachelor's degree in Food Service or related field preferred. Must be Serv-Safe certified. Should have 3-5 years of supervisory experience, preferably in a school food service environment. Must have a thorough knowledge and experience with Microsoft programs; and effective communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the supervision of all food preparation throughout the District
- Conducts sanitation and safety inspections
- Assists in the menu preparations for the District
- Oversees inventory control and keep necessary records
- Assists with presentations at monthly manager meetings, and attends all head cashier meetings
- Assists in product research and evaluation as assigned by Director of Child Nutrition
- Trains managers concerning responsibilities and procedures for kitchen management
- Assists in the supervision of all food preparation throughout the district
- Participates in commodity forecasting, planning, and distribution
- Oversees food production including; product's appearance, portion control, and quality assurance and provide the Director of Child Nutrition with observations concerning these areas
- Keeps menus and nutritional information current on the district website
- Assists Director in recording current ingredients, recipes, and menu information into a software program
- Reviews production records at each kitchen to ensure compliance
- Performs on-site reviews at each cafeteria
- Monitors HACCP practices at each kitchen to ensure compliance
- Coordinates district catering development, implementation, and services
- Assists Director of Child Nutrition with pricing, and a la carte offerings
- Oversees the training and support of Child Nutrition staff
- Assists in the planning and development of departmental goals
- Attends meetings as required, and assists in the preparation of all monthly reports
- Helps support managers with food orders and tracking warehouse inventory
- Conducts employee evaluations in conjunction with the Director of Child Nutrition
- Perform other duties as assigned by the Director of Child Nutrition

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Child Nutrition

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Assistant Director of Child Nutrition Services shall be employed on a twelve-month basis with 5 weeks of vacation. The salary for the position will be established annually.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

