Assistant Director-Nutritional/Warehouse Services

Purpose

The job of Assistant Director-Nutritional/Warehouse Services is done for the purpose/s of assisting and supporting the Director-Nutritional/Warehouse Services in directing, managing, supervising, visioning and coordinating the Purchasing, Warehouse, and Food Services activities and operations of the District; including coordinating assigned activities with other divisions, departments, school districts, and outside agencies; and providing responsible and complex staff assistance to the Superintendent.

This job is distinguished from similar jobs by the following characteristics: this is a succession planning position only and will not be staffed as an ongoing position: One Year Only. This job reports to Director-Nutritional/Warehouse Services.

Essential Functions

- Assists the Director with creating department vision (e.g. long and short-range plans, food services program enhancement, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.

- Assists in coordinating district surplus property procedures (e.g. collection and disposal; procures auctioneer and seasonal staff, etc.) for the purpose of adhering to State and District regulations.

- Attends a variety of meetings and activities, as directed, (e.g. industry vendors shows, surplus auction, educational workshops, in-service trainings, personnel evaluations, Board of Education meetings, staff meetings, etc.) for the purpose of obtaining and/or providing information and addressing issues.

- Collaborates with internal and external parties, as assigned, in the development of remodeling plans for existing kitchens (e.g. architects, district facilities and operations departments, school personnel, etc.) for the purpose of ensuring code requirements are met and space is used efficiently.

- Coordinates with Director in directing the preparation, cooking, and serving of food and beverage items at assigned sites (e.g. includes monitoring of substitutions for allergies/health concerns, etc.) for the purpose of providing food services and menu changes that meet mandated nutritional requirements within budget and in accordance with health standards.

- Develops department budgets, as assigned, (e.g. Purchasing, Warehouse, and Cafeteria, etc.) for the purpose of meeting district and department goals and objectives in compliance with financial, legal, state, and federal requirements.

- Directs food service programs, as assigned, (e.g. catering, promotional events, food bars, staffing needs, etc.) for the purpose of making recommendations and ensuring coverage is provided for special events.

- Monitors building-site operations, as assigned (e.g. reviews monthly records, conducts inspections, etc.) for the purpose of ensuring each building site maintains compliance with program requirements.

- Oversees the transport and delivery of goods and materials (e.g. hot/cold food items, paper, custodial supplies and materials, etc.) for the purpose of supporting the Director in ensuring the availability of food and other goods in accordance with site requirements and state and federal code regulations.

- Oversees the development of food preparation amounts and menu plans for the purpose of supporting the Director in meeting projected meal requirements, mandated student daily nutritional requirements, and minimizing waste.
• Prepares and maintains a variety of written materials, as assigned, (e.g. budgeting and accounting
documentation, free and reduced lunch reports, bid specifications, purchase orders, inventories, required
USDA and CACFP applications, revisions, reports, etc.) for the purpose of documenting activities, providing
written reference and conveying information in compliance with district, state, and federal requirements.

• Provides training, as assigned (e.g. ServSafe certification; food preparation; health standards; sanitation;
policies, procedures, and methods; and safety, etc.) for the purpose of addressing food service program
requirements.

• Supervises assigned personnel in purchasing, warehouse, and food services (e.g. hiring, evaluating,
terminating; scheduling and coordinating activities, professional development/training; advising, etc.) for the
purpose of maximizing the efficiency of the workforce, meeting legal requirements and district and
department objectives, and ensuring the provision of excellent customer service.

• Supports the Director in the management of district procurement and bidding processes (e.g. solicits quotes,
specifications, compliance issues, recommends bidding awards, etc.) for the purpose of ensuring efficient
use of district funds.

• Supports the Director with managing inventory (e.g. procuring equipment and supplies, disposal of surplus
property, etc.) for the purpose of maintaining an adequate inventory within budget guidelines, and
developing policies and procedures that meet district goals and objectives in compliance with state and
federal code requirements.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning
of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet
changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job
include: handling hazardous materials; operating equipment used in warehouse and food service; performing
accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using
pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of
documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
Specific knowledge based competencies required to satisfactorily perform the functions of the job include:
accounting/bookkeeping principles; state and federal health standards; possible hazards of food and equipment;
quantity cooking and high-volume food operations; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify
data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide
variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined
methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types
and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create
action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem
solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform
the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with
detailed information and data; setting priorities; and working as part of a team.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; directing
other persons within a department, large work unit, and/or across several small work units; directing the use of
budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job’s
functions. There is a continual opportunity to impact the organization’s services.
**Work Environment**
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelor’s degree in job-related area.

**Equivalency:** None specified

**Required Testing:** None specified

**Certificates and Licenses:**
- Food Handlers/ServSafe Certificate by NRA within one year of hire
- SNA Director Certification within one year of hire
- Valid Driver’s License & Evidence of Insurability

**Continuing Educ. / Training:**
- Maintain SNA and ServSafe Certification

**Clearances:**
- Criminal Justice Fingerprint/Background Clearance

**FLSA Status**
- Exempt

**Approval Date**
- 3/5/2020

**Salary Grade**
- 70X

I have read and understand the scope of the job and hold the minimum requirements:

**Employee Name (Please Print):**______________________________________________

**Employee Signature:**_________________________________________ Date:______________