TITLE:	Assistant Director, Nutrition Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9775	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, Nutrition Services	CABINET APPROVAL:	05-07-2020

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

BASIC FUNCTION:

Train and supervise the performance of assigned personnel; interview and select employees, direct all departmental professional standards activities to meet federal standards; and oversee the development of training materials and handbooks. E

Coordinate annual training conference series with an emphasis on customer service, fiscal controls, marketing, diversity, social emotional learning, nutrition, and related topics. E

Develop, design and distribute monthly marketing materials such as posters, fliers, brochures, and menus. E

Promote the Nutrition Services Department at conferences, workshops, and presentations. E

Coordinate and develop grant proposals that enhance the nutrition services program and nutrition education for our students; direct the administration of all grants and awards. E

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: n dietetics, nutrition, institutional food services, public health, business or closely related field; and four years supervisory or management experience in school foodservice, restaurants, hotels or central kitchen operations.

LICENSES AND OTHER REQUIREMENTS:

Hold a current ServeSafe Food Manager Certificate or obtain one within six (6) months of hire date; and require at least twelve (12) hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals. Hold a current, v proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nutritional and dietary requirements of school-aged children per USDA.

Child Nutrition Labeling Program.

- Pertinent food service sanitation, health, and safety regulations including Hazard Analysis Critical Control Point (HACCP) food safety system.
- Menu planning techniques including food values, combinations, and like-item substitutions that comply with federal meal pattern requirements.