

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

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| Job Title: | Assistant Food & Nutrition Director | Wage/Hr Status: | Nonexempt |
| Reports to: | Food & Nutrition Director | Pay Grade: | 7 (226 Days) |
| Dept. School: | Food & Nutrition Services | Date Revised: | 08/28/2020 |

Primary Purpose:

The Assistant Food & Nutrition Director, under the supervision of the Director, is responsible for general supervision of food service facilities within the system consistent with departmental policy, regulation, and procedure; responsible for individual projects in food service administration; substitute in cafeteria for helpers, managers; and in place of the Director, if designated. Help to plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices and maintain a safe, sanitary and secure environment.

Qualifications:

Education/Certification:

Associate's degree in food related field such as restaurant management or food service management preferred
Food Manager Certification by Texas Department of Health

Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment
Ability to manage personnel
Ability to coordinate district functions
Ability to work with director in implementation of new programs and services
Strong organization, communication and interpersonal skills

Experience:

Three years experience in food service management preferred
One-year experience in school food service environment preferred

Major Responsibilities and Duties:

Food Service Operations

1. Ensure the food service operations are supportive of the instructional goals and objectives of the District and the attainment of the Campus Performance Objectives (Academic Excellence Indicators).
2. Confer with principals, teachers, and students for good relations.
3. Supervise specified catering functions.
4. Develop merchandising techniques to promote greater patronage in schools.

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5. Report to Food & Nutrition Director on evaluation of cafeterias, with recommendations for change or improvement.
6. Present demonstrations on new recipes:
 - a. Weighing of ingredients
 - b. Assembling product
 - c. Presentation of cooked product
7. Research special projects.
8. Plan breakfast and lunch menus for all schools.
9. Monitor and update standardized procedures for improved production and efficiency. Utilize departmental technology provided.
10. Develop, test, and cost recipes.
11. Update specifications on food items.
12. Project, requisition and schedule the following for purchasing:
 - a. Meat and frozen food bid items
 - b. Staple bid items
 - c. Produce bid items
13. Work with the Food & Nutrition Director to plan and coordinate the summer feeding program. Perform daily supervision of summer feeding program.
14. Work with the Food & Nutrition Director to plan the Purchasing Schedule for the coming school year.

Policy, Reports and Law

15. Comply with federal and state law, Texas Department of Agriculture, State Board of Education rule, and board policy in food service area.
16. Assist Director with Compiling, maintaining, and filing all reports, records and other documents required.
17. Prepare necessary data for processing of food service payroll.

Budget Inventory

18. Ensure that federal programs are cost effective and funds are managed prudently based on food service budget.
19. Assist the Director in determining the number and hours of positions necessary for conducting the food services program within budgetary allocations.
20. Assist in determination of cost estimates for documented program needs.

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21. Assist with operation of a cost-effective and efficient system of procurement of all food meeting federal procurement and Texas Department of Agriculture (TDA) standards.
22. Recommend disposal of obsolete equipment as necessary.

Personnel Management

23. Coordinate with Food & Nutrition Director and Human Resources in the screening and hiring process of potential food service employees.
24. Supervise and evaluate school cafeterias, working with personnel and managers on time and motion, scheduling, food preparation and presentation, and reporting systems.
25. Substitute in the event a manager is absent, also as a general helper when there is a need due to absences.
26. Oversee the planning and operation of inventory and stock control program for equipment and supplies.
27. Assist in preparation, review and revision of job descriptions in Food & Nutrition Services as well as Evaluate job performance of Food & Nutrition Managers and Workers to ensure effectiveness.
28. Develop training options and improvement plans to ensure exemplary operation in the foodservice area.
29. Help develop and present In-service for the department.
30. Help recruit, train and supervise personnel and make sound recommendations about personnel placement, transfer, retention and dismissal.
31. Supervise and evaluate in school cafeterias sanitation, equipment update and maintenance repairs. Evaluate equipment in schools and recommends replacement or repairs.

Safety

32. Ensure that measures are in place and operating to protect food, supplies and equipment in school cafeterias, lunchrooms and warehouses.
33. Coordinate worker's compensation paperwork with food service staff and administration.
34. Maintain current Hazard Analysis Critical Control Points (HACCP) documentation for department using established department technology.
35. Maintain safety standards that conform with federal, state and insurance regulations and oversee a program of preventive safety.

Other

36. Attend professional growth activities to keep abreast of innovative techniques for foodservice operations. Must attend a minimum of one per year.

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37. Develop, instruct and participate in staff development activities.
38. Maintain confidentiality.
39. Demonstrate punctuality and regular attendance.
40. Ensure that dress and grooming is clean, neat, in a manner appropriate for the assignment and in accordance with any additional standards established by the supervisor and approved by the Superintendent.
41. Follow district safety protocols and emergency procedures.
42. Has regular in person attendance and complies with notification procedures for absences.
43. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of cafeteria managers and support staff assigned to the area of food service.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors :

Maintain emotional control under stress, Occasional prolonged and irregular hours, continual standing, walking, pushing and pulling; frequent stooping, bending, kneeling and climbing (ladder), moderate to heavy lifting and carrying up to 50 pounds; moderate exposure to extreme hot and cold temperature.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date