

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assistant Director Child Nutrition

Department: Child Nutrition

Grade: 111

Date: June 2009

Reports To: Child Nutrition Director

Purpose of Job

The purpose of this job is to assist the Director of Child Nutrition in all areas of the Child Nutrition Department's operation.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Screen applicants for Food Service Assistant Substitute pool and potential candidates for hire.

Plan and conduct training sessions for employees.

Assist in the hiring, evaluating, supervising and discipline of all Child Nutrition Department employees.

Assist in planning and conducting monthly cafeteria manager meetings.

Conduct labor analysis and make recommendations for positions, increase or decrease in hours, etc., based on cafeteria production.

Plan and organize annual employee awards and recognition ceremony for the Child Nutrition Employees.

Consult with State Department of Education and other governing bodies on policy/regulations and compliance issues.

Communicate changes in regulations, policy and/or procedures to Child Nutrition Staff as it relates to positions.

Address groups within CMCSS such as principals, bookkeepers, teachers, etc. on departmental regulations, procedures, policy, etc.

Participate in interviews with the media regarding Child Nutrition Department issues.

Consult with maintenance personnel regarding equipment repairs and/or replacement as necessary.

Make recommendations on improvement of computer software, updates, and computer equipment needs.

Assist the director in the planning of menus and nutritional analyses.

Resolve customer concerns relating to department to include Free and Reduced Meal Program, customer accounts, and regulations, and conduct site reviews, etc.

Forecast budgetary expenditures and revenues in preparation of departmental budget. Conducts analysis throughout the year to insure financial security of the operation.

Develop procurement guidelines in issuance of bids and subsequent bid awards.

Oversee the monthly preparation of financial reports and the submittal of reimbursement claims to the State Department of Education and for management review.

Analyze costs in association with food production and make recommendations of the meal pricing and a la carte pricing.

Develop departmental brochures/handouts and communication literature for customer use.

Develop promotional plans and suggestions for the improving program participation and enhancing public relations.

Coordinates cafeteria and Central Office audits in the Child Nutrition Department.

Serves as the Director of Child Nutrition in the absence of the appointed director.

Supervisory Responsibilities

Supervises and manages employees assigned to the Child Nutrition Department. Responsible for directing and evaluating employees as assigned by the Director of Child Nutrition. Assists the Director of Child Nutrition in carrying out applicable statutes and the organizational policies. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising and evaluating employees performances; rewarding and disciplining employees; addressing complaints and resolving problems.

Additional Job Functions

Performs other duties as required.

Minimum training and Experience Required to Perform Essential Job Functions

B.S. Degree in a business or accounting field Certification in the food service industry and a minimum three years experience in school food service preferred. Tennessee driver's license required or ability to obtain one.

Knowledge of Job

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of duties relating to the position of Assistant Director of Child Nutrition. Has thorough knowledge of food service practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of the specific duties of the department. Is able to develop and implement long-term goals for the department as necessary for the promotion of effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods of preparation, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, inter-personal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and solving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and computer equipment which includes a mainframe computer, personal computer, printer, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for Sedentary to Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical/administrative information. Includes giving assignments and/or directions to co-workers or assistants. Must be able to communicate instructions to individuals possessing varying degrees of computer knowledge.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Child Nutrition operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the Child Nutrition Department.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the Child Nutrition Department.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date

