



ASSISTANT DIRECTOR – NUTRITION SERVICES

BASIC FUNCTION

Under general direction, assist in leading the Nutrition Services Department operations, including management of daily operations, staff development, policies and operational procedures, records management and regulatory compliance with State and Federal agencies.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide support and leadership in directing the Nutrition Services Department operations to maintain an effective and efficient child nutrition program, ensuring compliance with local, state and federal standards, guidelines, regulations and laws related to public schools' child nutrition programs. *"E"*
- Participate in and lead the development of solutions for Department issues; develop policies to meet department environmental program goals; monitor operations and assure the quality of the services and work products; interpret policies and procedures, and assure the consistent interpretation and application of Federal, State and Portland Public Schools rules and regulations. *"E"*
- Assist in establishing financial objectives and goals; recommend efficiencies to keep costs within established financial guidelines; analyze costs of materials, equipment, commodities and labor; track and monitor departmental expenditures to assure the effective allocation and utilization of resources and manage contracts for special services. *"E"*
- Prepare long and short term goals through strategic planning; develop and deploy action plans and performance metrics; analyze operational results *"E"*
- Direct sanitation, food safety and employee safety activities; ensure that procedures to identify potential food safety hazards HACCP (Hazard Analysis Critical Control Point) plans and food quality procedures are created and implemented; ensure implementation of employee safety regulations. *"E"*
- Manage assigned staff; develop priorities and assign tasks and projects; monitor progress to assure quality and timely delivery of services; assure that appropriate services are provided and goals are defined and achieved; develop staff skills and conduct performance evaluations, meet regularly to discuss and resolve priorities, workload and related issues. *"E"*
- Review and approve the preparation and distribution of a variety of technical and financial reports to accurately reflect the operational trends and costs of the Nutrition Services Department. *"E"*
- Direct procedures to assure production of safe, nutrition and high quality food; monitor operational procedures for efficient and effective food distribution. *"E"*
- Develop and oversee nutrition and menu planning to ensure meals are cost effective and meet regulatory guidelines. *"E"*
- Direct Supply Chain to insure that the department has the appropriate resources to support the needs of the district. *"E"*
- Oversee and implement Nutrition Services marketing plans using a variety of media, including web, social media and written communications. *"E"*
- May serve as the Director of Nutrition Services in their absence.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Assistant Director – Nutrition Services is responsible for assisting in the leadership of the activities, operations and staff of the Nutrition Services department, providing strategic direction for the District’s long-term Nutrition Services’ needs; lead and foster a collaborative and motivated team with a strong customer service orientation.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, State and local codes and regulations governing food handling and school food service.
Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management and employee supervision.
Familiar with USDA Child Nutrition programs.
Techniques and practices for efficient and cost effective management of resources.
Technologies and computer applications related to school nutrition.
Nutrition and health requirements for children and young adults.
Customer service and public relations methods and practices.
Experience managing large school district nutrition service programs.
Principles and practices of effective leadership, management and supervision.
District policies, procedures, organizational structure.

Ability to:

Participate in the direction and coordination of Nutrition Services operations.
Interpret and apply applicable local, state and Federal, standards, guidelines, regulations and laws related to Pre-K – 12 public education nutrition programs.
Monitor school compliance with Federal, State, local and district standards, guidelines, regulations, laws and policies related to school nutrition programs.
Assess student nutrition issues and develop recommendations for Portland Public Schools Nutrition Services Operations.
Analyze problems and develop effective solutions.
Manage staff, delegate tasks and authority, and coach to improve staff performance.
Use initiative and independent judgment within established procedural guidelines.
Assess and prioritize multiple tasks, projects and demands.
Establish and maintain effective working relationships with co-workers and clients.
Deliver a high-level of customer service to district stakeholders.
Advocate, model, learn and implement Portland Public School’s Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
Respond quickly to systems’ failures and recommend procedures for improvement.
Analyze processes and problems, identify opportunities for improvement and follow through on changes.
Prepare and present data in written and oral reports, and represent the district in a variety of public settings.
Provide leadership by building, directing and motivating a diverse workforce at all levels in the district.
Operate a personal computer utilizing standard and specialized software.
Communicate effectively orally and in writing.
Communicate with and monitor multiple school sites and district locations in person during the course of the workday.

Education and Training:

A Bachelor’s degree in Food and Nutrition, Institutional Management, Hotel and Restaurant Management or a related field is required. Certification as a Registered Dietitian is preferred. Experience in K-12 public schools is highly desirable.

Experience:

Five (5) years of management experience overseeing programs and staff in a large-scale, full-service, multi-site food preparation and distribution environment, including experience with managing meal planning and food preparation operations, is required.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Positions in this classification are required to obtain and maintain a valid Multnomah County Food Handler's card throughout the course of employment.

Employees in this classification are required to possess a valid Driver's License.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Primary workplace is in an open office environment which requires long periods of computer work and regular visits to school site kitchens and food service installations.

Hazards: Regular work with food service equipment, including machinery with multiple moving parts, heating elements, walk-in cold storage, steam tables and cutting tools.

Physical Demands: Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Ability to see to read a variety of materials as well as work in a school kitchen. Ability to bend, crouch, stoop and walk; lift up to 50 pounds unassisted; push or pull up to 400 pounds using mobile food service equipment; stand for up to eight (8) hours a day. Ability to drive to and from schools.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 40

Approval Date: April 8, 2014
Revised: December 6, 2016

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.
The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P*