

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0062
 Pay Grade: C07

FLSA: Exempt
 ADM

ASSISTANT DIRECTOR, FOOD AND NUTRITION

REPORTS TO:

Director, Food and Nutrition

SUPERVISES:

Coordinator, Food and Nutrition Training
 Coordinator, Food and Nutrition
 Area Coordinator, Food and Nutrition
 Food and Nutrition Free & Reduced Specialist
 Computer Support Analyst

QUALIFICATIONS:

Master's degree from an accredited college or university in Hospitality Food Management, Nutrition and/or Institutional Food Management. Five (5) years experience in management and supervision preferably relating to quantity food preparation and service. Demonstrated ability to plan, organize and direct the activities of a large school system's food service operation. Demonstrated experience and knowledge of operational and financial reporting.

MAJOR FUNCTION

Assists the Director, Food and Nutrition in the management of the district's child nutrition program. Knowledge of all areas of Food Service including school operations, technical services, purchasing, menu planning, training, food production, personnel and financial management and computer skills.

ESSENTIAL RESPONSIBILITIES

- Assists the Director, Food and Nutrition with departmental duties involved in the planning, organizing, coordinating, directing and evaluating all phases of food service operations for the school system.
- Supervises, evaluates, trains, and provides work assignments to assigned personnel.
- Assists the Director in developing and implementing policy and procedures to stay abreast of regulation changes pertaining to school food and nutrition.
- Assists in development of food and nutrition budget.
- Directs the food and nutrition program during the absence of the Director, Food and Nutrition.
- Determines training programs, as necessary, for operation of a quality food and nutrition program.
- Oversees other programs within district: summer food service, non-school day service, and adult cafeterias.
- Attends federal, state and local meetings as needed.
- Participates in professional development/training and maintains the hours required by USDA for professional standards.
- Performs other related duties as assigned.

ASSISTANT DIRECTOR, FOOD AND NUTRITION

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21

ASSISTANT DIRECTOR, FOOD AND NUTRITION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Assistant Director, Food and Nutrition - ADM