



## HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

### Assistant Director of Child Nutrition Procurement/Dietitian

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<b>Reports to:</b>	Director of Child Nutrition
<b>School/Department:</b>	Child Nutrition
<b>Pay Grade:</b>	AM5
<b>Wage/hour status:</b>	Exempt
<b>Created/revised:</b>	Revised 9/12/14

#### Primary Purpose:

The Assistant Director of Child Nutrition (Procurement/Dietitian) is responsible planning, coordinating and providing leadership for the Child Nutrition program, supervises the implementation of child nutrition dietary guidelines as directed by Texas Department of Agriculture and federal regulations and assisting in ensuring that the Child Nutrition programs meet regulatory and nutritional requirements for students, promotes development of sound nutritional practices and maintains a safe and sanitary environment.

#### Qualifications:

##### Education/Certification/Licensure:

- Bachelor's Degree in Foods and Nutrition, Home Economics, Food Service Management or closely related field from an accredited college or university recognized by the US Department of Education.
- Registered and licensed Dietitian
- Texas School Child Nutrition Association Certification preferred

##### Special Knowledge/Skills:

- Knowledge of Federal, State and local laws, regulations, policies and best practices in areas of food service management, menu planning, food purchasing, and preparation of foods in food service environment.
- Knowledge of public sector purchasing, food procurement procedures, and inventory system that meets both Federal (US Department of Agriculture) and State (Texas Education Agency) standards.
- Demonstrated leadership and vision in managing multiple campus food service facilities to include conducting on-site inspections districtwide.
- Skill in recipe standardization, development and testing for quality food products.
- Skill in providing educational and training assistance for Child Nutrition managers and other campus employees.
- Skill in comprehending and evaluating facts and problems associated with student food service situations; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
- Skill in conducting investigations and preparing written documentation in response to inquiries and complaints from groups such as parents, district officials and administrators, union representatives, and the general public
- Skill in managing staff, team building, operations, projects, and budgets on a large scale



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- Skill in gathering/organizing/analyzing/interpreting data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in presenting information in a variety of formats
- Skill in operating MS Office (Word, Excel, Access, Powerpoint)
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to develop bid specifications and market school menus.
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy.
- Ability to maintain effective working relationships with District staff, outside organizations, elected officials, and the general public.

#### Experience:

- Minimum four years experience in school nutrition including two year in an operational administrative/managerial capacity preferably in a public school setting.

#### Major Responsibilities and Duties:

##### Child Nutrition Operations

1. Assists in the development and implementation of department planning, procedures, long and short range objectives, and goals for Child Nutrition.
2. Works with the Child Nutrition Director to test, evaluate and establish a master recipe file of approved standardized recipes.
3. Routinely visits school cafeterias to evaluate products, recipes and student acceptability of menu items.
4. Remains current and implements new child nutrition guidelines and meal patterns as directed by TDA and federal regulations; trains department staff and monitors implementation of these regulations.
5. Tests and evaluates all food products to be considered for purchase; coordinates student taste tests.
6. Issues standardized recipes and coordinates input of data to provide nutrient analysis of menus.
7. Selects menu and a la carte items; works closely with vendors to identify the best quality, most cost effective and regulation compliant food items.
8. Prepares, pre-costs, and distributes cafeteria menus.
9. Develops, maintains and distributes food production records for all menus.
10. Maintains NutriKids nutrition software database; trains department staff on use of NutriKids Menu Planning software.
11. Trains department staff on proper completion of food production records; works with supervisors to verify that food production records are completed accurately.
12. Oversees nutrition education and marketing.
13. Works with school personnel and parents to identify students with food allergies.
14. Collects and maintains required documentation for students with food allergies.
15. Trains department staff in management of diet modifications and food allergies; monitor implementation throughout department.
16. Develops special menus for students with special needs diets and food allergies; coordinates diet needs with school nursing staff.



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17. Assists with the coordination of the Child Nutrition component of CATCH which involves scheduling CATCH tours in elementary schools; develops and monitors CATCH activities in middle schools.
18. Serves on the district Student Health Advisory Council (SHAC).
19. Prepare yearly commodity contract and supervise monthly commodity reconciliation.
20. Track commodity usage and receipt of commodity products; responsible for utilization of commodity balances within Texas Department of Agriculture guidelines.
21. Coordinates and tracks all food promotions and rebates.
22. Develops and maintains positive relationships with food distributors in order to facility delivery schedules, serve as back-up person for all ordering procedures.
23. Supervises preparation of Monthly Ordering and Events Calendar.
24. Work with food distributors to set up delivery schedules, routes and service.
25. Assists with and participates in training, certification, association activities and special events.
26. Works with parents, faculty, staff and student groups to promote an understanding of Child Nutrition programs

#### **Policy, Reports and Law**

1. Ensures compliance with federal, state and local standards for safety and related regulations.
2. Compiles, maintains, files, and presents all physical and computerized reports, records, and other documents as required. Prepares, processes, and maintains all documents required to verify campus kitchen areas meet health code and sanitation standards.

#### **Budget, Purchasing, and Inventory**

1. Assists with the child nutrition budget and ensures that programs are cost-effective and funds are managed wisely.
2. Compiles cost estimates based upon documented program needs.
3. Prepares food and other bids with specifications for purchasing department and monitors pricing from all vendors to assure bid prices are met
4. May participates in contract negotiations for child nutrition related services, evaluates formal bids, and makes recommendations to the Director of Child Nutrition for the awarding of contracts for Board approval.
5. Coordinates the purchase of child nutrition items, in accordance with budgetary limitations and district policies.
6. Coordinates purchasing of paper goods with menu items for appropriate paper goods usage.
7. Coordinates purchasing of small equipment with menu items to insure proper serving and preparation utensils are available to kitchen staff.
8. Recommends participation in purchasing cooperatives when in best interest of the department.
9. Develop and maintain standardized ordering procedures for all food items purchased through outside vendors and Humble ISD warehouse.

#### **Instructional Management**

1. Demonstrates awareness of the ways that the Child Nutrition Department supports instruction.



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#### **Student Management**

1. Investigates reported food concerns and takes appropriate action to resolve issues.

#### **Safety**

1. Ensures safety standards that conform with state, federal, and insurance regulations are being followed.
2. Ensures that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouse.
3. May assist with investigating kitchen accidents and student safety violations.
4. Maintains safety standards in conformance with federal, state, and insurance regulations.
5. Organizes and conducts training programs to promote a safe work environment to include students.
6. Ensures that food service equipment is in excellent operating condition.

#### **Personnel Management**

1. Manages, conducts, and makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Director of Child Nutrition and the Human Resources Department.
2. Investigates reported concerns and takes appropriate action to resolve issues.
3. Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
4. Oversees work assignments and ensures completion.
5. Promotes an open, collegial environment among staff and develop a positive staff morale.
6. Coordinates continuing programs for staff training and personnel development.
7. Recognizes exemplary performance.
8. Coordinates vacation schedules for department personnel.

#### **Other**

1. Demonstrates effective interpersonal skills through communications with parents, community, staff and school board.
2. Demonstrates commitment to good nutrition, overall good health, professionalism, and professional growth.
3. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession.
4. Promotes a positive image that supports the mission of the district; works with all Child Nutrition personnel to continually improve the professionalism of the total department
5. Responds to after-hours emergencies as needed.
6. Performs such other duties as may be assigned.



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### **Supervisory Responsibilities:**

1. Supervises and evaluates performance of professional and support staff assigned to the Assistant Director.

### **Supervisory Responsibilities:**

1. All kitchen equipment, machinery, POS, office equipment including computers, fax, calculator, and copier.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress

Frequent interruptions

Occasional travel outside of school boundaries

Deadline driven workload

Prolonged use of equipment and computers

Repetitive hand motions

Frequent district-wide travel

Frequent contact with parents, community, and/or other district/campus employees

Work indoors to conduct on-site inspections of facilities

Prolonged and irregular hours

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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.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_