

JOB TITLE: Asst Dir CND Operations
REPORTS TO: Director CND Operations
DEPARTMENT/CAMPUS: Child Nutrition
FLSA STATUS: Exempt

JOB PURPOSE SUMMARY

The Assistant Director of Operations provides strategic leadership and operational oversight for the district's Child Nutrition Program, ensuring efficient, compliant, and high-quality food service across all campuses. This position supports the Director in the development and implementation of policies, standardized procedures, and student focused menu offerings that meet all regulatory requirements.

The Assistant Director supervises Child Nutrition Supervisors and training initiatives while leading personnel management, staffing, and professional development to ensure consistent performance, food safety, and financial stewardship. This role ensures compliance with sanitation standards, monitors kitchen operations and equipment functionality, and supports stakeholder engagement through advisory groups and department events. Through collaboration, accountability, and continuous improvement, the Assistant Director advances the mission of providing safe, nutritious, and appealing meals to all students.

**KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
May be required to perform other related duties as assigned.**

Food Service Operations and Policy

- Oversee and support daily campus kitchen operations through direct supervision of Child Nutrition Supervisors
- Implement and monitor departmental policies, procedures, and standardized operating practices, as established by the Director, including kitchen SOPs, dress code standards, handbooks, and safety policies
- Ensure the accurate and timely completion of required operational and compliance records, including Edit Checks, Accountability Reports, Food Production Records, HACCP documentation, and related logs
- Support menu implementation by assisting with standardized recipes, portion control, food quality, and regulatory compliance
- Assist with menu planning execution and annual commodity utilization as directed
- Coordinate and implement product testing, new menu items, recipe development, and menu rollouts to ensure consistency and staff readiness
- Monitor kitchen operations for adherence to food safety, preparation, service, and storage standards
- Assist with the coordination and facilitate food service-related activities for Parent Advisory Committees and Campus Student Advisory Councils
- Support department initiatives and events such as advisory committee meetings, health fairs, food shows, and departmental competitions
- Oversee cafeteria and kitchen equipment operations; monitor work orders and follow up on equipment repairs or replacements in coordination with maintenance and repair staff

Personnel Management

- Support the Director and HR Business Partner in personnel functions, including interviewing, onboarding, supervising, evaluations, and separations
- Assess campus staffing needs and make operational recommendations for placement, transfers, and scheduling
- Assist in enforcing HR policies, including attendance management, progressive discipline, documentation, and performance accountability
- Provide guidance to supervisors in addressing employee concerns and resolving escalated personnel issues
- Implement department training programs focused on food safety, standardized recipes, portion control, time management, and cost control
- Develop and facilitate job safety and food safety training programs for employees
- Support and maximize the use of the training kitchen for onboarding, skill development, and operational efficiency
- Facilitate safety training related to food handling, equipment operation, and workplace safety standards

Safety

- Conduct ServSafe and food safety training as needed to maintain departmental compliance
- Monitor sanitation and safety conditions across facilities to ensure compliance with district, state, and federal regulations
- Track health inspection findings and ensure timely implementation of corrective actions, particularly related to equipment and facility deficiencies

Other

- Serve as an operational representative of the department and act on behalf of the Director when assigned
- Model professional, ethical, and responsible behavior in all interactions and decisions
- Participate in professional development activities and maintain active membership in local, state, and national nutrition associations
- Maintain current knowledge of Child Nutrition regulations, operational best practices, and industry trends
- Demonstrate technological proficiency to support department systems and operational needs
- Work extended or irregular hours, including evenings or events, as required to support department operations

SUPERVISORY RESPONSIBILITIES

- Supervise and evaluate direct reports to ensure effective performance
- Provide input and recommendations regarding employee placement, retention, discipline, and dismissal in accordance with district policies

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities, required unless otherwise stated as preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIRED

Education Level	Details
Bachelor's degree	in Nutrition, Food Science, Hospitality Management, Hotel/Restaurant Management, or related field
Master's degree	in one of the above fields listed, preferred

LICENSE/CERTIFICATIONS REQUIRED

Enter Licenses/Certifications	Details
Texas Food Manager Certification	required within 3 months of employment
Registered Dietitian with a Valid Texas Dietitian License granted by the State of Texas Board of Dietitians	preferred
Texas Class "C" Driver's License or Equivalent from another state	

WORK EXPERIENCE REQUIRED

Years of Experience	Type of Experience
Minimum of 5 years	experience in a public school food service operation

OTHER SKILLS and ABILITIES REQUIRED

- Knowledge of NSLP, SBP, CACFP, and related Child Nutrition programs
- PrimeroEdge software experience preferred
- Ability to implement policy and procedures

OTHER SKILLS and ABILITIES REQUIRED

- Basic math, including calculations using fractions, percent, and/or ratios
- Strong computer skills including all Microsoft Office products and the ability to learn new systems and software
- Ability to develop ideas, create goals and market the Child Nutrition Department
- Strong organizational skills
- Excellent interpersonal and communication skills, both oral and written
- Ability to demonstrate good reasoning and analytical skills
- Ability to understand and follow verbal instructions

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in classrooms, offices, work stations and meeting rooms.

The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Attendance at conferences and professional development is required. Work involves everyday risks and discomforts which require normal safety precautions when operating equipment or performing job duties. May work prolonged or irregular hours and must be able to maintain emotional control under stress.

Work is performed in the kitchen and office setting and/or at various location throughout the District or industrial food preparation environment where critical deadlines, frequent interruptions and priority changes are prevalent. Work may require frequent travel throughout the District for direct observation of the program operations which will cause exposure to pressurized kettles, hot ovens, cold freezers and other food service equipment in the process of training and/or supervision of others. Significant lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching, crawling, fine finger dexterity and the ability to lift 50 pounds as required. The job is performed under some temperature extremes and generally requires 20% sitting, 40% walking and 40% standing. Repetitive hand motions, use of the computer and district-wide travel may be required. Attendance at outside or evening events, such as School Board meetings is required. Work may involve stressful situations requiring long hours to meet the required deadlines.

STIPEND

Stipend Description:

Date Revised: 4/13/2026

Stipend Amount:

DEPARTMENT/CAMPUS:

Stipend Description Owner:

Stipends Submitted By:

QUALIFICATIONS

STIPEND GOAL:

ESSENTIAL DUTIES AND RESPONSIBILITIES

WORK ENVIRONMENT:

STIPEND NOTICE:

This stipend description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This stipend

description may be revised upon development of other duties and changes in responsibilities.

The Supplemental Duty Stipend and Stipend Schedule is separate from and is not part of the Teacher Salary Schedule or the Compensation Plan.

Receipt of stipends is contingent upon the completion or fulfillment of the minimum standards established by the appropriate department.

If an employee does not work the complete school year work calendar, then any recurring stipend will be paid on a prorated basis of the actual days worked.

If an employee fails to meet all of the criteria stipulated, the stipend may be prorated, removed, or recovered. The employee will then be notified of the terms for repayment by the Human Resources Department.

The assignment may be discontinued at any time for any reason, or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.

It is the responsibility of the Campus or Department enlisting an employee for supplemental stipend duty to confirm eligibility with Human Resources and submit for processing.

Employee Name (Please print): _____ Date:

Employee Signature: _____

Campus/Dept. Administrator Name (Please Print): _____ Date:

Campus/Dept. Administrator Signature: _____

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.