



Job Descriptions - Human Resources Department

Position:	Assistant Director of Child Nutrition		
Department/Campus:	Central Office / Operations	Reports to:	Director of Child Nutrition
FLSA Status:	Exempt	Role/ Salary Band:	Band 4
Job Type:	Full Time	Work Hours / Days:	Normal School hours / 215 days

JOB GOAL
Assistant Director of Child Nutrition will be responsible for supporting the Child Nutrition Program for the Harmony school districts.

POSITION QUALIFICATIONS:

- o Bachelor's degree from an accredited college or university.
- o Minimum two years of professional or administrative/managerial experience
- o ServSafe Certification, or ability to obtain within the first 30 days of employment
- o Experience in child nutrition (preferred)

DUTIES AND RESPONSIBILITIES:

- o Understands and supports the mission, vision and values of Harmony Public Schools.
- o Assists in the planning, implementation, administration, and evaluation of the Child Nutrition Programs.
- o Ensures compliance with all applicable federal, state, and local laws, regulations, policies, and procedures governing Child Nutrition Programs.
- o Assists in preparing for and coordinating administrative reviews, audits, required reports, and program documentation.
- o Monitors the performance and contractual compliance of the District's Food Service Management Company (FSMC) and assists in addressing identified areas for improvement.
- o Assists in the development, monitoring, and management of the Child Nutrition budget, ensuring fiscal accountability and compliance with federal, state, and local requirements.
- o Coordinates equipment planning, replacement schedules, Health Department permitting, and assist with facility improvement projects to support efficient program operations.
- o Analyzes student meal participation, revenue, and operational data to identify trends, evaluates promotional initiatives, and recommends strategies to increase participation.
- o Monitors compliance with USDA meal pattern requirements, procurement regulations, Civil Rights requirements, HACCP food safety standards, local wellness policies, and USDA Professional Standards.
- o Monitors ordering, usage, and financial tracking of USDA Foods.
- o Conducts both in-person and virtual training for district and campus personnel regarding Child Nutrition policies, procedures, and regulatory requirements.
- o Promotes nutrition education, healthy eating initiatives, and district wellness programs that support student achievement and well-being.
- o Develops, analyzes, and presents operational and financial reports to support data-driven decision-making and continuous program improvement.
- o Collaborates with district departments, campus administrators, and the Food Service Management Company to ensure effective communication, operational efficiency, and high-quality meal service.
- o Attends and actively participates in professional development, conferences, meetings, and training required to maintain current knowledge of Child Nutrition regulations, best practices, and industry trends.
- o Performs other duties as assigned.

SKILLS AND ABILITIES:

- o Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- o Ability to establish and maintain effective working relationships with district departments, campus administrators, the Food Service Management Company, regulatory agencies, vendors, and community partners.
- o Ability to analyze data, interpret results, and prepare accurate, meaningful reports to support operational and strategic decision-making.
- o Ability to effectively communicate program information through presentations and training, while applying analytical thinking and collaborative problem-solving to address operational challenges.
- o Ability to exercise initiative, think strategically, solve problems effectively, remain calm under pressure, prioritize multiple responsibilities, and maintain strong organizational and time management skills
- o Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.



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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Moderate travel is required.