

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Assistant Director, Nutrition Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9775	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>CABINET APPROVAL:</b>	05-07-2020

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**BASIC FUNCTION:**

Train and supervise the performance of assigned personnel; interview and select employees, direct all departmental professional standards activities to meet federal standards; and oversee the development of training materials and handbooks. **E**

Coordinate annual training conference series with an emphasis on customer service, fiscal controls, marketing, diversity, social emotional learning, nutrition, and related topics. **E**

Develop, design and distribute monthly marketing materials such as posters, fliers, brochures, and menus. **E**

Promote the Nutrition Services Department at conferences, workshops, and presentations. **E**

Coordinate and develop grant proposals that enhance the nutrition services program and nutrition education for our students; direct the administration of all grants and awards. **E**

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: n dietetics, nutrition, institutional food services, public health, business or closely related field; and four years supervisory or management experience in school foodservice, restaurants, hotels or central kitchen operations.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a current ServeSafe Food Manager Certificate or obtain one within six (6) months of hire date; and require at least twelve (12) hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals. Hold a current, v proof of insurance.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Nutritional and dietary requirements of school-aged children per USDA.

Child Nutrition Labeling Program.

Pertinent food service sanitation, health, and safety regulations including Hazard Analysis Critical Control Point (HACCP) food safety system.

Menu planning techniques including food values, combinations, and like-item substitutions that comply with federal meal pattern requirements.

