



NEW: 05/05/2021 Submitted: 05/04/2021

JOB TITLE:	ASSISTANT DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8096
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Completes and maintains the program application and agreement with the Kentucky Department of Education relative to all of the USDA meal programs implanted in the District; prepares and monitors all department contracts with District programs; supervises the management of s meal service sites to ensure compliance with federal, state, and local regulations and procedures;; supervises department consultants and other designated program personnel; and manages regulatory program operations in absence of the director.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Prepares, submits and maintains, according to appropriate schedule, the Kentucky Department of Education application and agreement for all department programs
- Assumes responsibility for the interpretation of federal and state regulations for the development of District policy and the dissemination of such information to District personnel
- Institutes the planning, development and implementation of new projects and programs for districtwide adaptation and oversees compliance standards for such programs
- Monitors site-based program compliance and operational performance
- Oversees the department’s compliance and regulatory operations including required USDA monitor reviews and routine site visits
- Coordinates the department’s preparation, conduct, and response to state and federal audits and reviews
- Evaluates staff as assigned
- Instructs staff in managerial and nutrition policy and procedures
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in food nutrition, institutional management, business administration,, or related field
- Five (5) years successful managerial experience in food service programs
- Ability to communicate professionally
- Valid driver’s license
- Effective communication skills

DESIRABLE QUALIFICATIONS
School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate
Professional training in food service areas
Knowledge of policies and procedures of the school district
Five (5) years of successful administrative experience in public education or communications
Registered Dietician
Experience in a diverse workplace