



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT DIRECTOR NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	I I, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8113
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manages the administrative functions related to the operation of Nutrition Service Center including food production, food and supply procurement, and food distribution. Ensures efficiency, quality and cost control, safety and sanitation, and service in accordance with federal, state, and local regulations and policies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the operation of the Nutrition Service Center including the areas of food innovation and production, transportation, and warehousing in a manner that supports participation in the USDA school meal programs administered by the department

Works closely with Coordinator Food Procurement to develop bid specifications, ensure good vendor relationships, and compliance with federal, state, and local procurement requirements

Assumes responsibility for the planning, development, and implementation of innovative projects and programs for Districtwide adaptation relating to the production or distribution of products to sites

Plans and provides professional development for NSC personnel to improve employee skills, compliance, and operational efficiency and ensures compliance with federal, state, and local professional training requirements

Maintains a financially sound operation and develops and monitors systems and processes to track and optimize productivity including standards, metrics and performance indicators to ensure effective return on assets

Researches and analyzes capital equipment and computer purchases and makes appropriate recommendations to the Coordinator of Equipment Procurement and Coordinator of Operations as needed

Formulates and manages the budget including income and expenditure analysis, staffing and facility operation

Directs the development and implementation of the food safety systems as required by law

Supervises the hiring, placement, training, and job coaching of the Nutrition Service Center staff

Evaluates staff as assigned

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

#### MINIMUM QUALIFICATIONS

Bachelor's degree in business management, institutional food service management, or related field

Five (5) years successful administrative experience in institutional food, food plant management, school food service, or related field

Demonstrated organizational, communication, management, and interpersonal skills

Valid driver's license
Understanding of governmental requirements related to food safety and USDA school meal programs
Effective communication skills

DESIRABLE QUALIFICATIONS
Louisville Department of Public Health and Wellness Food Safety certification
Certificate of training as a Preventative Controls Qualified Individual from FSPCA or other accredited body
Knowledge of policies and procedures of the school District
Three (3) years successful managerial experience in institutional food service programs
Experience in a diverse workplace