



LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

J O B D E S C R I P T I O N

POSITION: Food & Nutrition Services Assistant Supervisor

REPORTS TO: Food & Nutrition Services Supervisor

DIRECTS: All Food & Nutrition Services Staff

POSITION SUMMARY:

The Food & Nutrition Services Assistant Supervisor assists the Food & Nutrition Services Supervisor in the overall operation of the department, including planning, organizing, promoting, and evaluating the program and employees. Primary responsibilities will focus on compliance of federal and state regulations; including menu planning and nutrition analysis, ingredient and recipe development, vendor purchasing systems and student special diet management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

MENU PLANNING & PROCUREMENT

- Supports the operation of the school nutrition program to provide cost-effective and kid-friendly menus for all age groups.
- Development and management of all school building breakfast and lunch menus (in print and online) that meet or exceed federal child nutrition requirements.
- Management and coordination of new or continuing ingredients with food service vendors and brokers.
- Oversees ongoing recipe development for school meals, utilizing nutritional analysis software.
- Management and coordination of production records and other supported documents.
- Management and ongoing assessment of district's USDA Foods entitlement, forecasting and integration of USDA Foods into menus, ongoing inventory and usage controls.
- Ongoing evaluation and management of the department's food service vendor ordering systems.

SPECIAL DIET MANAGEMENT

- Ongoing management of the district's special diets program and all students affected.
- Active liaison between health services and food and nutrition services.
- Management and maintenance of department forms, new or ongoing student special diets concerns, point of sale food allergy alerts or restrictions and documentation of process.
- Supervise the planning and coordination of student meal accommodations.
- Ongoing development and training of kitchen staff to prevent risk in prep and service areas.
- Ongoing communication with nurses, students and families regarding allergies and special diet accommodations or food health concerns.

DEPARTMENT PROGRAM & STAFFING SUPPORT

- Assist with overall management of the school food and nutrition services operation.
- Assumes Food & Nutrition Services Supervisor responsibilities and authority in his/her absence.
- Assist with evaluation of all phases of the school nutrition program, identify needs, and implement program improvement.

DEPARTMENT PROGRAM & STAFFING SUPPORT (continued)

- Support the District's catering lead program for special events and meetings, as needed.
- Evaluate and help make recommendations for staffing needs.
- Monitor school building schedules for breakfast or lunch service impact.
- Support staff and make suggestions or improvements as necessary.
- Support staff by recognizing, addressing, and resolving conflicts within a team or with individuals.
- Support supervisor with evaluating food service employees as needed and annually.
- Provide motivational leadership and support to employees that promotes job satisfaction and performance improvement.
- Plan programs and prepare materials for continuous professional growth and development.
- Provide technical assistance and training for school food service program personnel.
- Plan and lead in-service training programs and regular staff meetings.
- Attend workshops, seminars, and other personal/professional development programs; maintain current knowledge of trends and developments in effective food service management and systems.
- Other relevant duties as needed or assigned to accommodate the efficient operation of the department

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to meeting qualification requirements satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Minimum 3 years Supervisor/Manager experience in food service management or nutrition dietetics related field
- Bachelor's degree from an accredited institution in Hospitality Management, Food Nutrition, or Business Management. Specific majors/areas of concentration; food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
- Successful experience in operating an independent food service business, or leading employees
- Experience in public school nutrition environment preferred.
- Minimum 8 hours of food safety training is required (not more than 5 years prior to the starting date or completed within 30 days of the employee's start date).

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL REQUIREMENTS:

1. Valid Certification as a Registered Dietitian Preferred - ability and willingness to maintain a current certificate
2. Valid Washington State Food Handler's Permit - ability and willingness to maintain a current permit
3. Valid ServSafe Food Safety Training Certificate - ability and willingness to maintain a current certificate
4. Valid Washington State Driver's License
5. Federal/State criminal history background clearances and any other mandated clearances.

LANGUAGE SKILLS:

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, interpret and follow directions in the English language. Ability to effectively present information and respond to questions from students and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics. Ability to accurately perform basic mathematical computations quickly without the aid of electronic devices.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES:

- Knowledge of food allergies, ingredients, additives and other dietary concerns.
- Knowledge of commercial cooking, proper food preparation techniques and recipe development.
- Knowledge of methods, procedures, and techniques of cooking, baking and large quantity food preparation.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES: (continued)

- Ability to lead and coordinate the work of others.
- Ability to work well under pressure and meet timelines.
- Demonstrated organizational skills and ability to work independently
- Experience working within constraints of a budget
- Strong written and verbal communications skills.
- Demonstrated ability to work well with administrators, staff, and the general public; displaying tact, good judgment, discretion, and strict confidentiality.
- Demonstrated ability to convey a positive image of the employer to foster good employee/employer relations and public relations.
- Proficient computer skills using Microsoft Office, Mealtime mPower (point of sale software), and nutrition analysis software.
- Knowledge of federal, state, and local laws, regulations, and policies regarding food service preparation and distribution.
- Knowledge/experience in the use and function of different types of specialized food service equipment.
- Ability to be flexible and team-oriented.
- Access to reliable transportation for driving between schools.
- Promote and practice professional growth and development.
- Perform other duties as may be deemed necessary for the efficient operation of the department.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds in a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORKING ENVIRONMENT: *The work environment characteristics 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.*

The majority of the work is performed in an office setting. At the work sites, there are normal noises associated with common kitchen equipment. There may be frequent exposure to hot water, steam, and heat normally associated with a kitchen operation. While performing the duties of this job, the employee occasionally may walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers.

PRIMARY WORKING RELATIONSHIPS:

- Food & Nutrition Services Supervisor in meeting the above primary responsibilities
- Food & Nutrition Services Staff
- Building Administrators
- Parents, students and other district employees
- Executive Director of Business Services

TERMS OF EMPLOYMENT

Work Hours: 8 hour days

Work Days: 260 days per year

Vacation: Per District Policy and Non-represented Employee Benefit Schedule

Salary: Non-represented Employee Salary Schedule

Benefits: Per District policy and procedures regarding non-represented employees

EVALUATION: Completed at least annually by the Food & Nutrition Services Supervisor

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.