



EMPLOYEE NAME: _____

Revised: 7/05; 1/07; 8/08; 12/10; 2/15; 6/16; 5/17; 2/18; 6/18;9/24

JOB DESCRIPTION

POSITION TITLE: Assistant Director, FNS Nutrition and Menus r, FNS	JOB CODE: 630F
DIVISION: Business Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Food and Nutrition Services	WORKDAYS: Annual Administrative
REPORTS TO: Executive Director, Food and Nutrition Services	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Plan and develop District-wide menus for all grade levels, perform and manage nutrient analysis for all menus, ensure menu compliance with USDA regulations, manage procurement operations for the Food and Nutrition Services Department; ensure software and hardware systems support retrieval of accurate and appropriate information that adhere to Federal and State regulations.	
REVISION DATE(S): 9/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; approved Master degree required within 3 years from date of assuming position
2.	Certification/License Required: Registered, Licensed Dietitian required; valid Georgia Driver’s License required; ServSafe Certification required within the first year of employment; must be eligible for a GaPSC Induction Certificate in the field of School Nutrition Director (see GaPSC Rule 505-2-.04 Induction Certificate) minimum of bachelor’s degree or higher from a GaPSC accepted accredited institution – at date of hire. Must obtain a GaPSC Standard Professional Certificate in the field of School Nutrition Director at master’s degree level – level five (5) or higher from a GaPSC accepted accredited institution) based on meeting Georgia’s Standards of Conduct (GaPSC Rule 505-2-.24 Special Georgia Requirements) and completion of the required certification program) – within three (3) years from assuming position.
3.	Experience: 3 years combined experience in food and nutrition service operations; procurement, and menu development and analysis
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, including visiting school sites, exposure to extreme cold and/or heat, and driving personal vehicle
5.	Knowledge, Skills, & Abilities: Written and oral communication; knowledge of technology software applications for food service operations, planning and budget preparation, project management; knowledge of food service regulations to ensure software and hardware applications provide information in a manner to be in compliance with State and Federal regulations; knowledge of procurement; knowledge of commercial cooking procedures; knowledge of food allergy management; computer, analytical, leadership, organization, planning skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops, implements and manages a menu system meeting Federal Regulations.
3.	Plans, maintains, and updates the FNS software data for menu planning, production, and nutrient analysis to meet local, State, and Federal laws and program regulations including Administrative Reviews and HACCP Standards.
4.	Maintains accurate nutrient data for all food products used in the school lunch, breakfast and after-school program menus; ensures all products have a signed statement of authentication in pursuant to the Federal Regulations from the manufactures; maintains appropriate records.

5.	Researches and tests recipes for general use as well as special diets, allergies, holidays, Try Days, and Georgia Grown; ensures all recipes meet the USDA guidelines for meal components.
6.	Maintains food allergy information and utilizes the information to assist in managing student's allergies; develops allergen specific menus as needed; develops menus for special diets as needed; collaborates with the 504 team as needed.
7.	Manages operations of assigned areas to be prepared for Federal and State audits.
8.	Evaluates new recipes/food products and manages district level product testing in conjunction with the Associate Director – Field Support; coordinates with Food Service Managers on product testing at the local schools.
9.	Develops and maintains recipes based on nutrition standards for quality, cost, customer preference, ease of preparation and presentation; ensures recipes follow proper HACCP guidelines.
10.	Develops the content of the menu section of the FNS public web pages and the FNS Intranet; monitors stakeholder's feedback.
11.	Serves as liaison between FNS and internal and external stakeholders to communicate menu and recipe information; collects and assesses feedback and implements in the menu development.
12.	Oversees the development of the marketing menus for the District.
13.	Provides menu, recipe and nutrition related technical assistance to internal and external stakeholders; serves as the Lead on the Menu Committee.
14.	Attends professional development programs to gain knowledge beneficial to the continued progress of the FNS program; maintains ServSafe certification, professional registration and licensure through continuing education.
15.	Maintains records of all menu and recipe related Federal Regulations and State Regulations; manages and implements any updates needed to the menus.
16.	Manages and implements the fresh fruit and vegetable grant program; develops menus in compliance with Federal Regulations.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____