



Title:	Child Nutrition Assistant Director
Reports to:	Child Nutrition Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Qualification: 5 years food service experience
4 year degree in related field

Child Nutrition Assistant Director

- Maintain all free and reduced price lunch applications
- Monitoring of all cafeteria operations.
Analyze operations for assigned food and labor costs, recommending the implementation of improvements in service, equipment, food preparation, personnel assignments, and nutritional standards
- Supervise Child Nutrition office employees
- Marketing for each cafeteria
- Maintaining and keeping an account of food cost
- Oversees payment of invoices in an accurate and timely manner
- Maintains fixed asset inventory
- Ensures production records are completed accurately each day in each school within the district
- Ensures and accurate meal counting/ claiming system throughout the district
- Assure that each cafeteria is operating according to state, local and federal guidelines
- Assist the director in training of all employees
- Filing reports and reviews that are required each year by the state
- Confirm set up of all bid items for ordering
- Attend state meetings
- Conducts routine on-site reviews of all facilities
- Monitors the district's use of federal funds to ensure they are used only for allowable purposes
- Work with local food service association, local and state committees
- Establish and maintain positive working relationships
- Prepare Claim and submit for reimbursements

- Make active and consistent effort to maintain and improve the overall internal and external image of the Child Nutrition Services Department and of the District.
- End of month closeout, including participation, claim, assets and depreciation reports, Trial Balances, FC1A and Bank Recon.
- On-site reviews- Rosters, Accuclaim, Production Records, HACCP Verification
- Travel to school sites to monitor food products, storage, and distribution methods, staff utilization, sanitation and safety practices, record keeping, internal cash controls, operations methodologies, and conduct regularly scheduled audits and inspections.
- Prepare supporting documentation for and recommend employee recognition and discipline.

All other duties that may be assigned at the discretion of the director