Assistant Director of Nutrition

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description TITLE: Assistant Director of Nutrition

QUALIFICATIONS:

I. Education/Certification: Bachelor of Science Degree in food service management or nutrition, or equivalent experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills: Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of proper food handling and proper use of cleaning chemicals and use of Material Safety Data Sheets. Must be willing to participate in ongoing in-service training as requested. Must maintain a high level of ethical behavior and confidentiality of information as required by law. Demonstrated aptitude for, or competence in the areas listed under responsibilities. Such alternatives as the Administration may find appropriate and acceptable.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Nutrition Director

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

PERFORMANCE RESPONSIBILITIES: School Nutrition Director’s responsibilities shall include, but not be limited to, the following as requested and/or directed:

I. Manages the day-to-day operation of the cafeterias, district wide.

II. Plans and supervises the preparation and serving of food.

III. Purchases and maintains an inventory of all foods and supplies.

IV. Provides the monthly inventory to the School Nutrition Director at the end of the month.

V. Inspects kitchen facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.

VI. Evaluates food service workers.

VII. Checks all invoices for accuracy before presenting them to the School Nutrition Director.

VIII. Deposits all cash received on a daily basis and maintains necessary records.

IX. Performs related duties as required including duties at special meal functions.

X. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and “a team approach” in order to meet the Program needs.

XI. Administers POS system.

XII. Maintains communication with parents concerning school lunch accounts.

XIII. Assists Director with all state and federal administration paperwork.

TERMS OF EMPLOYMENT: Year round position. Compensation in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS: Mental Demands: calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 30 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, and operating equipment Environmental Conditions: inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The School Nutrition Director will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Draft: September 13, 2012

Revised: September 12, 2017

Revision #1
Created 20 December 2023 15:14:49
Updated 13 August 2026 14:04:04