

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Director, Nutrition Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9775	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, Nutrition Services	CABINET APPROVAL:	05-07-2020

BASIC FUNCTION:

Train and supervise the performance of assigned personnel; interview and select employees, direct all departmental professional standards activities to meet federal standards; and oversee the development of training materials and handbooks. **E**

Coordinate annual training conference series with an emphasis on customer service, fiscal controls, marketing, diversity, social emotional learning, nutrition, and related topics. **E**

Develop, design and distribute monthly marketing materials such as posters, fliers, brochures, and menus. **E**

Promote the Nutrition Services Department at conferences, workshops, and presentations. **E**

Coordinate and develop grant proposals that enhance the nutrition services program and nutrition education for our students; direct the administration of all grants and awards. **E**

