



Job Title: Assistant Director of Child Nutrition Program (CNP)

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD105

Summary: Renders assistance to the CNP Director, programs in individual schools, the Summer Feeding Program, and the Extended Day Program.

Essential Duties and Responsibilities:

- Ability to plan, organize, assign, direct and inspect the work of subordinates, to exercise good judgment in evaluating situations and making decisions.
- Communicate effectively when speaking before various groups and organizations.
- Utilize government commodities according to federal guidelines when planning menus
- Ensure menus meet the federal government nutrition standards
- Play a significant role in fostering professional growth and building of staff morale throughout the area of Child Nutrition Services
- Be involved in the interview and hire process for Child Nutrition Services personnel.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Qualifications:

The essential functions for the position of the Child Nutrition Program Assistant Director includes the physical and mental involvement requirements noted in this position description in addition to regular reliable attendance given the limited number of employees available to perform the essential functions of this position. It is also essential that the Assistant Director for Child Nutrition Program be able to follow the directives of superiors in ensuring the harmonious operation of the department.

Education and Experience:



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Applicants must have a Bachelor of Science degree in food and nutrition or home economics with five (5) years of food service experience.

Licenses and Other Requirements:

The credential of "Registered Dietitian" (RD) with the American Dietetics Association is desired but not required. ServSafe credentials are required.

Knowledge, Skills, and Abilities:

Ability to plan, organize, assign, direct and inspect the work of subordinates, to exercise good judgment in evaluating situations and making decisions, and to speak before various groups and organizations.

LANGUAGE SKILLS

The Assistant Director of CNP must be able to communicate in English, both orally and in writing. Must be able to communicate successfully with the public.

REASONING ABILITY

Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill. Must be able to respond appropriately to supervision and accept recommendations. Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

PHYSICAL DEMANDS

Standing, sitting, walking, reaching, bending, and lifting up to 20 pounds with assistance as required. Must be able to travel to various locations as required. Must have sufficient visual acuity to be able to work with computer monitors, read and interpret computer printouts, and handwritten documents.

MENTAL INVOLVEMENT

The Child Nutrition Program Assistant Director must possess sufficient interpersonal skills to function compatible with others. The Child Nutrition Program Assistant Director must respond positively to supervision and to accept suggestions for improvement. Possess the ability to share information with others, work closely with employees and students of multi-cultural background, have a willingness to learn and accept new challenges, handle and accept repetitious skills.



Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.

Work Environment Conditions:

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.

Professional Conduct:

Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to EBRPSS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.