



PLEASE POST

**POSITION AVAILABLE
GALENA PARK INDEPENDENT SCHOOL DISTRICT**

Position: **Assistant Director for Menu Planning and Production**

Description: The Assistant Director of Menu Planning and Production is responsible for the Departments nutrition programs (National School Lunch and School Breakfast Programs. Infant and Toddler meals, and After School Nutrition Programs as they pertain to menus, a-la-carte items and modified student diets). Ensuring compliance with all laws and regulations while providing nutritious meals to all stakeholders.

Salary 105

Length of Assignment: 226 Days

Qualifications: **Minimum Education/Certification:**

Position requires a Bachelor of Science degree in Nutrition, Nutrition Education, or Dietetics or related field.

- R.D, Required
- MS preferred.
- L.D. Preferred.

Standard of Professional Conduct:

As an employee of Galena Park ISD, District Instructional Specialists will adhere to the Board of Trustees' Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state, federal laws and policies.

Special Knowledge/Skills:

Expertise in recipe standardization, menu planning, food preparation and taste testing.

Ability to coordinate district functions.

Knowledge of Federal School Meal programs and regulations

Ability to follow instructions, plan projects, and work effectively with students, staff, and faculty.

Strong Communication and Interpersonal Skills

Bilingual skills (Spanish) preferred, but not required.

Primero data base experience preferred

Minimum Experience:

1 year of experience in hospital, or school food administrative setting preferred.

*** JOB DESCRIPTION ATTACHED ***

Deadline:

OPEN UNTIL FILLED

Contact

Tony Gardea, Senior Director for Recruitment & Retention
Galena Park Independent School District
14705 Woodforest Blvd., Houston, TX 77015
igardea@galenaparkisd.com

Application:

In District Applicants must submit letter of interest along with a current resume to the above contact person.

**Out of District Applicants must submit letter of interest along with a current resume (these two documents can be downloaded directly into the applicant portal) and also apply online by creating an account on the GPISD Applicant Portal at:
www.galenaparkisd.com/appportal.php**

The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of any of the following protected characteristics: Race, color, or national origin; Sex; Religion; Age (applies to individuals who are 40 years of age or older); Disability; or Genetic information [see DAB].

JOB DESCRIPTION

JOB TITLE: Assistant Director for Menu Planning and Production. **PAY GRADE:** 105

REPORTS TO: Director for Student Nutrition **WORK DAYS:** 226 Days

DEPARTMENT: Student Nutrition Department **DATE REVISED:** 8/17/2021

WAGE/HOUR STATUS: Exempt

PRIMARY PURPOSE

The Assistant Director of Menu Planning and Production is responsible for the Departments nutrition programs (National School Lunch and School Breakfast Programs. Infant and Toddler meals, and After School Nutrition Programs as they pertain to menus, a-la-carte items and modified student diets). Ensuring compliance with all laws and regulations while providing nutritious meals to all stakeholders.

QUALIFICATIONS

Minimum Education/Certification:

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- R.D, Required
- MS preferred.
- L.D. Preferred.

Special Knowledge/Skills:

Expertise in recipe standardization, menu planning, food preparation and taste testing.

Ability to coordinate district functions.

Knowledge of Federal School Meal programs and regulations

Ability to follow instructions, plan projects, and work effectively with students, staff, and faculty.

Strong Communication and Interpersonal Skills

Bilingual skills (Spanish) preferred, but not required.

Primero data base experience preferred

Minimum Experience: 1 year of experience in hospital, or school food administrative setting preferred.

MAJOR RESPONSIBILITIES AND DUTIES

The specific responsibilities of the Student Nutrition Dietitian are as follows:

1. Maintain, monitor, and coordinate appropriate records for students with special dietary needs. Write special diets, and instruct employees on food purchasing and preparation techniques.
2. Oversee menu planning and food purchasing processes to ensure compliance with all dietary requirements, TDA and USDA regulations, legal requirements, and cost control.
3. Assist the director to ensure that the Student Nutrition office and operations are supportive of instructional goals of the district.
4. Work with Field supervisors to ensure TDA compliance concerning smart snacks, and competitive foods and ensure meal compliance according to USDA regulations.
5. Help the director determine commodities to be purchased annually to maximize PAL dollars and maintain control of food costs and oversee the efficient utilization of these commodities.
6. Assist with preparation and administration of the budget and monitor throughout the year.
7. Meet with Director and Vendors to select foods for testing and/or purchasing
8. Develop elementary and secondary menus.
9. Provide guidance and instruction to managers on menu planning and completion of production records.
10. Monitor and manage the department's menu planning and recipe data base.
11. Assist the Director and Purchasing Coordinator with the evaluation of bids/RFP's according to USDA purchasing guidelines.
12. Provide input to Director regarding menu creation.
13. Coordinate health fairs/food shows.
14. Create marketing program to showcase department such as social media, announcements, and website.
15. Serve as a member of the district School Health Advisory Council.
16. Attend professional growth activities to keep abreast of innovative techniques, changing laws and regulations.

MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:

- 17. Utilize time wisely for effective management of job responsibilities.
- 18. Maintain punctuality in daily work times, appointments, and meetings.
- 19. Train all staff on use of Production Records, Technician worksheets, and Reimbursable meals at Point of Sale.
- 20. Coordinate, and supervise managers for: Early Head start – Early Childhood Programs, and High Point
- 21. Perform other duties as may be required by the Director.

WORKING CONDITIONS

Physical Demands:

During the course of the workday, the Dietician performs routine duties that require:

- 1. Standing.
- 2. Brisk walking.
- 3. Pulling and pushing carts.
- 4. Lifting and carry up to 40 pounds.
- 5. The use of the copy and fax machine.
- 6. Stooping, bending and kneeling.
- 7. Repetitive motions.

The foregoing statements are intended to describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____