

**Anderson Community Schools
Food Services**

Position: Child Nutrition Program Assistant

Qualifications: Relevant Bachelor's degree or equivalent combination of education and experience. Registered Dietitian preferred, but not required.

Salary: \$38,000 - \$42,000

Reports to: Director of Nutrition & Food Services

Responsibilities:

- Assist with the overall supervision of the Nutrition and Food Service Department, including staffing, HACCP, and food production.
- Plan and oversee all aspects of the After-School Snack Program, Summer Food Service Program (SFSP) and At-Risk After School Meal Program, including menu planning, staffing, training, and all necessary documentation.
- Assist director with menu planning for all grade levels and coordinate development of all recipes.
- Assure all menu cycles meet the nutrition guidelines for the National School Lunch Program, School Breakfast Program, CACFP (Preschool & At-Risk Supper Program), and SFSP (Summer Food Service Program).
- Assist in promoting nutrition as a part of the educational process.
- Coordinate nutrition related promotions, including National School Lunch Week, National School Breakfast Week, and National Nutrition Month.
- Participate in the Wellness Committee and assist director with all planning and functions related to wellness policy implementation, oversight, and maintenance.
- Coordinate catering and special events.
- Maintain nutrition and allergen information for all menu items, including keeping the information up to date on the department website.
- Maintain records of student allergies and ensure the information is properly documented on POS system.
- Plan special diet menus for students with severe food allergies.

- Meet with food service vendors/brokers to explore new menu/product alternatives in conjunction with the Director of Nutrition & Food Services.
- Maintain continuing education information for all food service staff, as well as help develop training topics and assist with training as needed.
- Assist Director of Nutrition & Food Services with school site visits/reviews and maintaining proper documentation.
- Be visible in the buildings and support the staff, so they may do their jobs to the highest standards.
- Work with managers and staff in the food service department to revise recipes as needed.
- Update production records in coordination with any menu changes.
- Develop order guides for each menu cycle.
- Complete nutritional analysis of all recipes and products served, as well as completing 6-cent certification worksheets, and keeping both product ingredient information, as well as CN label information on file and up to date.
- Monitor a la carte products to ensure that they comply with USDA Smart Snacks in School nutrition guidelines and keep documentation on file for all of these items.
- Support and assist the Director of Nutrition & Food Services in all aspects of operation of the Food Service Department and be willing to take on other responsibilities as assigned.
- Keep informed of new developments in school food service management through involvement in the Indiana School Nutrition Association (ISNA).

*Please apply online at the Anderson Community Schools website:

https://www.acsc.net/apps/pages/index.jsp?uREC_ID=619170&type=d&pREC_ID=1094242