



ROCKWALL INDEPENDENT SCHOOL DISTRICT
Child Nutrition Assistant Director
Employee Job Description

Job Title: Child Nutrition Assistant Director

Wage Status: Exempt

Reports To: Director of Child Nutrition

Pay Grade: AP 3 – 226 Days

Department: Child Nutrition

Date Revised: 10/30/25

PRIMARY PURPOSE: Assist in the management and compliance of the National Child Nutrition Programs regulations/guidelines and daily operations for the Child Nutrition Department.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, food service management, nutrition education, or culinary
Registered Dietitian preferred
School Nutrition Association (SNA) and/or Texas Association of School Nutrition (TASN) Certification preferred
Food Safety Management Certification or ServeSafe certified.
Clear and valid Texas driver's license

Special Knowledge/skills:

Possess knowledge and understanding of the laws, regulations, and policies as they apply to the Federal School Nutrition Programs
Ability to implement food safety rules and procedures
Proficient skills in keyboarding, word processing, and file maintenance
Effective communication and interpersonal skills
Effective planning and organizational skills
PC software literate

Experience:

Prefer minimum of five years of successful management and administration experience in the Federal Child Nutrition Programs in the public-school setting.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop menus/recipes/nutritional analysis that meet USDA meal requirements and are cost-effective through product and recipe testing.
2. Supervise purchasing of food and commodity products.
3. Manage Multi-Campus Supervisors and oversee hiring, training and staffing of Child Nutrition Department.
4. Assist in preparation of data for processing Child Nutrition staff timesheets for payroll.

5. Prepare compliance audit data by compiling and analyzing internal and external information when necessary for participation in National Child Nutrition Programs within mandated timeframes and as required for various state and federal audits.
6. Work in conjunction with other support staff services to maintain operational effectiveness of all Child Nutrition Services facilities by assisting them in development, evaluation, and monitoring.
7. Conduct program reviews for compliance.
8. Analyze information compiled and communicate these findings and areas of compliance and program effectiveness.
9. Comply with federal and state law, State Board of Education rule, and board policy in food service area.
10. Develop training programs and improvement plans to ensure exemplary operation in the Child Nutrition area.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Assist with the administration of the Summer Meal Service Program.
13. Assist with management of the Concessions Program
14. Work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers.
15. Perform data research as needed for reports, spreadsheets and presentations.
16. Attend workshops and training sessions to remain current on regulatory and policy issues.
17. Maintain accurate records and reports.
18. Maintain confidentiality of information.
19. Perform all other tasks and duties as assigned.

Supervisory Responsibilities: Supervise, evaluate, and recommend the hiring and termination of campus cafeteria managers, supervisors, and support staff assigned to the child nutrition department.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Rockwall ISD is an equal opportunity employer. The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.