

EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT 202
1600 DODGE AVENUE
EVANSTON, IL 60204
www.eths.k12.il.us

ASSISTANT DIRECTOR OF NUTRITION SERVICES

REPORTS TO: Director of Nutrition Services

EXPERIENCE/SKILL REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in Institution Management, Foods and Nutrition, Hotel/Restaurant Management or similar field
- Registered Dietitian License
- Illinois Food Service Sanitation Certificate
- Catering experience preferred
- Experience in food production, menu writing, staff supervision, food purchasing, menu costing, and nutrition analysis
- Excellent communication and leadership skills, the ability to work cooperatively with a diverse population
- Proficient skills in all Microsoft Office Programs

OVERALL JOB DUTIES:

The Assistant Director of Nutrition Services supervises the central production kitchen staff in the preparation of breakfast and lunch meals for ETHS students and staff; oversees and directs catering program; and a satellite lunch program

ESSENTIAL JOB FUNCTIONS:

- Oversees the preparation, service and sales of onsite meals
- Trains and monitors food production staff in proper food service sanitation and implementation of HACCP practices

- Plans the production of satellite meals, including forecasting daily counts, directing the pre-preparation of menu components and the daily preparation and packing of meals for delivery
- Assists in all aspects of catering functions including all correspondences, planning, preparation, service and billing
- Assists in implementing menu changes and updates while keeping staff informed on changes or additions to the program and/or the menu
- Assists in the monitoring of nutrition service equipment for proper operation
- Responsible for the allergen and nutritional analysis of menus
- Assists in menu/ala carte costing and pricing
- Inspects student and staff cafeterias to ensure departmental procedures are being followed
- Research and development of new products and recipes
- Assist in the diversion of commodities

**ETHS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE
AGAINST THE DISABLED**

Position Available April 2016