

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – FOOD SERVICE ASSISTANT DIRECTOR

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years of food service experience.

SKILL PREPARATION

Proficiency in computer operation and competence with related software.

Ability to interact professionally with employees and the public.

Ability to properly handle money.

DUTIES AND RESPONSIBILITIES

Be responsible to the Food Service Director for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Perform all secretarial work efficiently and accurately.

Organize and maintain an orderly and detailed filing system.

Maintain accurate free and reduced student records electronically.

Maintain accurate and up-to-date financial records for all District cafeterias.

Maintain accurate employee records.

Maintain confidentiality of student and staff information.

Perform daily banking duties.

Assist in training of employees.

Maintain production records for Hans Herr School and assist cook managers in maintaining production records.

Maintain accurate inventory records for the District.

Work in staff relationship with principals and other supervisors as needed.

Discharge all other assignments delegated by the Food Service Director.

EVALUATION

Evaluation will be conducted annually by the Food Service Director in the areas of core competencies and position performance.