

TITLE: Assistant Director of Food Services

QUALIFICATIONS:

1. At least three years of supervisory experience
2. At least two years of experience in a school nutrition program or comparable program
3. Additional education or professional development in food service management preferred
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of School Nutrition and Food Services

GENERAL FUNCTION: To assist the Director of School Nutrition and Food Services with the daily management of all district cafeterias.

PERFORMANCE RESPONSIBILITIES:

1. Oversee the food programs to include: food preparation, serving, storage, storing prior to transporting, clean up and securing cafeterias.
2. Oversee personnel to include: work assignments or adjustments and instructing new employees.
3. Oversee department employees to ensure compliance with all applicable policies, procedures, rules and regulations.
4. Engage department employees in regular training and provide technical assistance for school food service personnel.
5. Work with the Director of School Nutrition and Food Services to develop a Catering menu and brand.
6. Assist the Director of School Nutrition and Food Services to develop a marketing plan to attract students, parents, teachers, administrators, support staff, and community and conducts an on-going evaluation of the marketing plan.
7. Oversee quality standards for the presentation and service of food and implements a district-wide customer service driven philosophy that focuses on value and satisfaction.
8. Oversee procedures to ensure that food is prepared and served in a sanitary and safe environment.
9. Oversee management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
10. Oversee procedures to ensure the food production system provides safe nutritious food of high quality.
11. Ensure compliance with operational procedures for efficient and effective food production and distribution.
12. Ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
13. Oversee compliance with standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
14. Assist the Director of School Nutrition and Food Services with annual reviews of all school food service personnel.

TERMS OF EMPLOYMENT: Twelve months per year.
Salary as determined by The Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.