

**ST. TAMMANY PARISH SCHOOL BOARD**

**Department of Human Resources**

**Job Description**

**TITLE:** Assistant to the Director of Food Services (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
  2. A minimum of three (3) years in food service management is **REQUIRED.**
  3. Food Service Manager evaluations: St. Tammany Parish Food Service evaluations will be considered.
  4. Program involvement: Consideration will also be given for innovative activities conducted by the applicants.
  5. Rapport: The assistant must be able to **WORK WITH** the Director of Food Services , Principals, Food Service Managers and Food Service Technicians. She/he must use a **POSITIVE APPROACH** in working on a daily basis in the schools.

**REPORTS TO:** Director of Food Services

**JOB GOAL:** This is a management level position which reports to the Director of Food Services, assists in the supervision and management of school food service programs in specified geographic areas, or as assigned. The position also serves as a liaison between the Supervisor of School Food Services and the Food Service Managers.

**ESSENTIAL JOB FUNCTIONS:**

1. Reviews and evaluates Food Service Managers
2. Audits school cafeterias for compliance with School Board, State and Federal guidelines.
3. Effectively recommends recruitment, retention, termination and discipline of Food Service Managers and subordinates.
4. Performs special tasks as may be assigned by the Director of Food Services.
5. Provides training and technical assistance for managers/technicians as assigned by Supervisor.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Other related duties as assigned by appropriate authority.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Physical demands include standing, walking, sitting for prolong periods of time, bending, reaching, lifting items such as file folders, etc.

**WORK ENVIRONMENT:**

While the position of Assistant to the Director of Food Services is an administrative position, in the scope and sequence of performing this job, certain environmental conditions must be considered. Conditions ranging from hot, humid, wet, and slippery must be taken into consideration while performing these duties if it requires the Assistant to the Director of Food Services to visit school facilities.

**TERMS OF EMPLOYMENT:** Salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Reviewed and**

**Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)