

Attachment C-3

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: School Business Administrator and 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. Assist with the oversight of the food programs to include: food preparation, serving, storage, storing prior to transporting, clean up and securing cafeterias.
2. Assist with the oversight of department employees to ensure compliance with all applicable policies, procedures, rules and regulations.
3. Engage department employees in regular training and provide technical assistance for school food service personnel.
4. Work with the Director of School Nutrition and Food Services to develop a catering menu and brand.
5. Manage day to day aspects of non-program activities/services that fall under the Food Services Department.
6. Assist the Director of School Nutrition and Food Services with the development of a marketing plan to attract students, parents, teachers, administrators, support staff, and community and conducts an on-going evaluation of the marketing plan.
7. Assist with the oversight of records and supporting documentation to ensure they are maintained in accordance with local, state, and federal laws and policies.
8. Oversee compliance with standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
9. Responsible for annual submittal of the Application Packet in the School Nutrition Electronic Application System.
10. Responsible for the monthly submittal of reimbursement in the School Nutrition Reimbursement System.
11. Record and reconcile receipts from all schools and payments from catering and online lunch accounts.
12. Assist the Director of School Nutrition and Food Services with annual reviews of all school food service personnel.
13. Perform other duties as assigned by the Superintendent of Schools, School Business Administrator or Director of School Nutrition and Food Services.

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.