# HAYSVILLE USD 261
# JOB DESCRIPTION

**Position Title: Assistant Director of Food Service**

**Reports To:** Director of Food Service

**Evaluation Completed By:** Director of Food Service

**Payment Rate:** According to Educational Support Staff Salary Schedule

**Job Summary:**
Assist Director of Food Service in managing operations associated with the Food Service department. Must have knowledge of the Director's job description and be able to assist with the Director's job duties when the Director is unavailable. Provide secretarial support and coordinate efficient operation of the Food Service office**;** deal with public/internal business; office management; schedule substitute workers; access grocery ordering system and Microsoft office; process free and reduced price applications; work with Homeless Liaison to insure free meals to homeless students; support staff and parents with Skyward Family Access functions and activity; and oversee Food Service Petty Cash account.

**Qualifications:**
1. Bachelor's Degree preferred.
2. Minimum of some college experience required.
3. Must have appropriate previous work experience.
4. Must demonstrate skills including, but not limited to, typing, word processing, Excel, computer expertise, manual filing, and organizational abilities.
5. Must have or be able to learn extensive knowledge of food safety.
6. Must obtain a Food Safety Basics certificate within six (6) months of the date of hire.

**Performance Responsibilities:**
1. Assist with the Director's job duties when the Director is unavailable.
2. Work with Homeless Liaison to insure free meals to students who meet the McKinney-Vento Act requirements.
3. Process free and reduced price applications; assist school secretaries with accurate monitoring; assist with reports for district and KSDE yearly counts.
4. Operate office equipment and machines including, but not limited to, computers, typewriter, adding machine, calculators, copy machines, and phone system. Have basic knowledge of kitchen equipment and point of sale system as to know how to assign assistance or repair when needed.
5. Maintain financial and personnel records for Haysville Food Services; collect deposits and distribute accordingly; assist school secretaries as required.
6. Prepare outgoing mail and notices, compose and type routine correspondence.
7. Assist with maintaining and balancing the bank statement of Food Service Petty Cash account and submitting to Accounts Payable.
8. Receive catering orders and prepare or oversee production of catering requests. Create catering invoices and collect payments from customers.

9. Work with Food Service staff as required, including, but not limited to, scheduling meetings, preparing and disseminating production forms, ordering and distributing operating supplies and requisitions for services.
10. Schedule kitchen substitute employees.
11. Process Consent for Disclosure/Fee Waivers.
12. Effectively communicate in a timely manner with parents and school staff by phone calls and emails regarding school meal accounts, returned checks, Free/Reduced Price meal benefits, enrollment fees, lunch money refunds, and food allergies, and the Food Service module in Mosaic Family Access.
13. Download and maintain all student and adult data in Mosaic software program.
14. Approve employee time off requests and timesheets. Log and maintain employee training hours in computer software.
15. Process Food Service department bills; notify the Director of Food Service of any price discrepancies.
16. Maintain information used for the USD 261 Food Service website.
17. Assist with setting up and performing interviews with new job applicants. Assist with making hiring recommendations to the Director of Food Service.
18. Coordinate and/or participate in required training for USD 261 and KSDE. Assist with and support implementing procedures to comply with USDA, KSDE, and USD 261 guidelines.

**Other PerformanceResponsibilities:** (Other duties may be assigned):

1. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.
2. Other jobs as assigned by supervisors.
3. Be available to help kitchen staff serve lunches, and/or run the cash register when needed.
4. Be willing to learn and operate new computer programs, and new office procedures when necessary.

**Attendance Requirements:**

A 40 hour workweek may be required, with the understanding that schedules/shifts may be altered depending upon the critical nature of the job. Workday hours will be determined as required by conditions and/or requirements. Sick and vacation allowances are included in the district policy.

**Physical Requirements / Environmental Conditions:**

1. Manages all job duties with the mobility, agility, dexterity, and focused observation it takes to meet standards of performance.
2. Ability to work in moderate environmental conditions and noise levels.
3. Prolonged periods of sitting and computer work may be required.
4. Must demonstrate ability to work in an environment with many distractions and job interruptions.
5. Business casual attire is expected when working at the Administrative Office. Closed toed shoes are required when working in kitchens.
6. Cell phones are not to be used while preparing food or in the production area. Cell phones can be used during breaks and away from the food production and serving areas.

**Conditions of Employment:**

1. Must obtain a Food Safety Basics Certificate within six (6) months of the date of hire.
2. Negative TB test prior to employment.
3. Negative drug test prior to employment.
4. Must pass a criminal background check.

**Performance Standards / Evaluation:**

1. Must support district mission, goals and objectives.
2. Must demonstrate ability to take and communicate English oral and written instructions.
3. Must demonstrate ability to train, motivate, and lead Food Service personnel.
4. Must demonstrate ability to direct and maintain food service operations and any equipment associated with food service.
5. Must meet quality standards and on time requirements in job duties and at building assignments.
6. Must meet all district safety requirements.
7. Must meet these standards in a time sensitive manner as deemed necessary by Administration.
8. Must supervise and train personnel assigned to Food Service roles.
9. Must meet personal grooming standards of the district.
10. Must demonstrate strict confidentiality as to all information concerning students, parents, teachers, administrators, and employees of USD 261.
11. Must participate in budget planning, purchasing and price control.
12. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.