

ASSISTANT DIRECTOR - FOOD SERVICES

Purpose Statement

The job of Assistant Director - Food Services was established for the purpose/s of providing support to the food service activities at assigned locations with specific responsibilities for directing activities and personnel at multiple sites to perform their functions in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

This job reports to Director of Food Services

Essential Functions

- Assists with the preparation of newsletters, handouts, pamphlets and other informative materials concerning Food and Nutrition Services for the purpose of distributing information to personnel, parents and the community.
- Communicates with administrators, Food Services staff, parents and various outside agencies for the purpose of exchanging information and resolving concerns related to the District Food and Nutrition Services program.
- Coordinates and conducts production schedule and safety meetings, in-services and workshops for the purpose of disseminating information related to the food services operations.
- Coordinates student taste tests for the purpose of evaluating student food preferences.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Monitors the receipt, preparation, presentation and serving of food and beverages for the purpose of ensuring safety and budgetary parameters are met and meals are presented in an appealing manner.
- Participates in professional association meetings, workshops and conferences for the purpose of gathering information that can enhance department practices and personal performance.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Performs labor analysis and cost control studies for the purpose of ensuring the department is operating within budget.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.
- Plans, coordinates and oversees the activities of assigned school cafeterias for the purpose of providing efficient food services which are in compliance with Federal, State and local regulations.
- Prepares a wide variety of documentation (e.g. cumulative meal counts, budget reports, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Supervises assigned food service personnel (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring adherence to health, safety and nutritional standards of food services operations.
- Travels to school sites for the purpose of evaluating the performance of food services personnel and the quality of food prepared.
- Writes specifications and makes recommendations for the purchase of items (e.g. food, supplies, equipment) for the purpose of ensuring foods meet nutritional specifications and supplies and equipment are appropriate for the operation and fit within budgetary parameters.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to all labor codes in a managerial capacity; planning and managing projects; operating standard office and food service equipment and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: plan and organize the operation of a large food service program; purchase and procure food, commodities, supplies and equipment; develop recipes and menus based upon student preferences, nutritional value and cost; supervise and train Food and Nutrition Services staff; assist in the development and maintenance of the department budget; develop menus to meet the nutritional requirements of school-aged children; operate a computer and assigned software and effectively communicate and interact with students, staff, parents and the community.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: plan, coordinate and oversee the activities of elementary school cafeterias; organize and monitor ordering, receiving, storage and inventory of food and related supplies and coordinate and implement menu and recipe preparation functions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency Combination equivalent to Bachelor's degree with emphasis in nutrition, dietetics, business administration or a related field and four years progressively responsible supervisory experience in food service operation.

Required Testing

Pre-employment Medical Examination

Certificates & Licenses

Valid Driver's License

Valid Food Safety and Sanitation Certificate

Continuing Educ. / Training

As needed

Clearances

Criminal Justice/Fingerprint Clearance

TB Clearance

FLSA Status

Exempt

Approval Date

5/19/2011

Salary Grade

Classified Management D