

Washington West Supervisory Union Job Description

JOB TITLE: Food Service Program Assistant Director

FLSA STATUS: Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To coordinate the day to day food service activities within the schools. To supervise the school food service staff and to perform food production duties for the schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Carries out supervisory responsibilities in accordance with the food service program policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance, approves employee's leave and timesheets.
- Responsible for all incoming calls to address all issues, complaints and resolve problems as needed. Updates Food Service Director on relevant issues.
- Responsible for overseeing the food preparation/production in the central kitchen serving various school cafeterias.
- Responsible for verifying vending revenues.
- Develops standard portions for food service program as it relates to lunches.
- Provides assistance and suggestions for preparation, storage and serving of government commodities.
- Costs out potential menu items and provides cost analysis.
- Makes recommendations related to equipment needs, staffing and product development.
- Schedules and assigns high school staff under the oversight of the Director and makes any recommendations for assignment changes that may better fit the needs of the department.
- Performs and manages the daily cash accountability processes and reports.
- Responsible for the approval and processing of payroll documents for the high school staff and k-8 staff in the absence of the Director.
- Plans and coordinates regular meetings with the Director, Head Cook and others for the purpose of sharing ideas, team building and discussion of any areas within the food service program that may need improvement.
- Schedule regular meetings with the head cook to stay abreast of personnel needs, job responsibilities as they pertain to the delegation of work and the planning and formulation of menus.
- Schedule regular meetings with the food service staff to discuss any problems or concerns and to initiate department's objectives.
- Provide Director with an overview of all staff meetings.
- Performs a variety of skilled tasks in food preparation, cooking and presentation in conjunction with the Head Cook.
- Performs all other duties as assigned.

SUPERVISION RECEIVED: Works under general direction from the Food Service Director.

SUPERVISORY RESPONSIBILITIES: Assists in the evaluations of food service staff. Responsible for coordinating and implementing the evaluation process of the high school food service staff under the direction of the Food Service Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree or higher with three years of directly related experience, including at least one year in a supervisory capacity or equivalent training and experience in which comparable skills are acquired. Good working knowledge of labor and food costs.
- **Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Must have a good working knowledge of computers. Proficient skills and experience with Microsoft Word and Excel desirable. Ability to effectively utilize direct ordering programs for primary vendors with minimal training.
- **Reasoning Ability/Mental Requirements.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is constantly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, and taste or smell. The employee must often lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously.

WORKING CONDITIONS: While performing the duties of this job, the employee is constantly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles. The employee is regularly exposed to toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.