



ASSISTANT DIRECTOR OF FOOD SERVICES

Purpose Statement

The job of the Assistant Director of Food Services was established for the purpose/s of assisting Food Service Program Director with the management, direction and coordination of the activities of the district's nutritional service program and assisting with overseeing nutritional service programs, equipment and inventory at all sites.

This job reports to Food Service Program Director.

Essential Functions

- Assists with the management of all operations of Food Service Department for the purpose of recommending changes to policies and procedures for consideration by the department.
- Supervises department functions (kitchen staffing, interviewing, hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.
- Prepares and updates a variety of records and reports (e.g. staff absentness, memos, letters, procedures, manuals, schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Helps coordinate the entire school food services programs district wide for the purpose of ensuring that it is administered in accordance with Federal laws, USDA regulations and School Board policies.
- Helps implement assigned activities and/or projects (e.g. establishment of delivery schedules, designing, updating and preparation of special-order forms/computerized procedures for food services operations, etc.) for the purpose of complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops and seminars (e.g. state training, food service equipment seminars, food vendor conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to inquires of food service staff and non-food service staff, as well as the public for the purpose of providing information and/or direction regarding food service policies and practices.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; National School Lunch program; food sanitation principles and methods for controlling contamination; budget development and administration; cost analysis, accounting and purchasing related to food service operations; and nutritional standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze



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issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing.

Working Environment

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: Bachelor's Degree in job related area.

EQUIVALENCY: Certification by the Tennessee Food Services Association and SNA preferred. Registered or Licensed Dietitian preferred.

REQUIRED TESTING:

None Specified

CERTIFICATES & LICENSES:

Valid Driver's License & Evidence of Insurability

FLSA STATUS:

Exempt

CONTINUING EDUCATION/TRAINING:

None Specified

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:

3E

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.