

Mercer County Schools
JOB DESCRIPTION

Job Title: Assistant Director Food Services	Reports to: Food Service Director
Job Class Code: 7223	Work Schedule: 225 days
Pay Scale: Classified Salaried Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The Assistant Director: Food Service helps manage and coordinate the day-to-day food service operations of assigned school sites and assisting in maintaining compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record keeping. This position assists in the administration of food service employee matters, including timesheets, leave affidavit's and accounts payable in addition to helping manage the fiscal aspects of the program. The Assistant Director helps manage USDA foods and inventory, and assists with procurement; helps train/retrain new and existing employees and assists with resource management including but not limited to personnel, food, and supplies (transporting food between sites as necessary). The Assistant Director helps create a culture of continuous learning and improvements. In this job you will also perform advanced-level secretarial duties requiring independent judgment and analysis for a District Director of a District wide program, you will organize, coordinate office activities and communications to relieve the director of routine administrative and clerical details.

REPRESENTATIVE DUTIES:

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Visit assigned school cafes to monitor the implementation of County, State, and Federal guidelines for providing quality food service.
- Help ensure observance of record-keeping, policies, regulations, services, health and safety factors.
- Support the director by assisting with: menu planning; preparing production records; ensuring product compliance; and helping oversee proper meal crediting, counting and claiming procedures are followed.
- Assist with payroll activities: collecting and tabulating timesheets and sick/personal leave affidavits.
- Ensure that the monthly and annual paperwork and reports due at the District, State, and Federal levels are completed in an accurate and timely manner (ie: HACCP logs, maintenance reports, Mosaic reports, and other reports).
- Aid in the procurement of food, supplies, equipment and services following all federal, state and district regulations (ie: solicit quotes, place orders, help write RFPs and IFBs).
- Help support financial performance of the program: accounts payable; monthly expenditures; managing student account balances (positive/negative); identifying opportunities to increase revenue for the program, etc.
- Perform essential duties at the kitchen level including but not limited to: all food preparation, serving, and cleaning tasks; moving inventory between sites; and serving as the backup for managers.
- Assist the director in hiring and onboarding new team members.
- Assist the director and maintenance team in properly procuring and securing the appropriate replacement parts for kitchen equipment.
- Provide the director with input regarding employee evaluations.
- Assist with planning and execution of special events, special orders placed by other entities within the district, and catering jobs.
- Help support communication efforts between the program, schools and the community.
- Provide essential support to the Summer Food Service Program (SFSP): working with manager(s) and director to support operations, conduct site reviews, complete/update applications, and ensure proper meal counting and claiming is taking place.

- Strict adherence to the Policies and Procedures of the Mercer County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of days worked.
- Perform other duties as assigned.
- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Interview and screen all callers and visitors, including students, parents, teachers, administrators, vendors and the public and provide information concerning the Food Services Department.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Assist in the maintenance of department budgets; enter data into computer to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.

WORKING CONDITIONS:

- Regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl and required to bend or twist at the neck and trunk while performing duties of this job.
- Continual use of hand strength to grasp tools.
- Frequently required to sit and climb or balance. Frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally will walk on slippery surfaces.
- Requires activities involving being around commercial cooking equipment, exposure to marked changes in temperature, occasionally working in temperatures above 100 and below 0.
- The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.
- The noise level in the work environment is frequently loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION:

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree preferred; High school diploma or GED certificate required. Three years of experience in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, business, operations, or a related field. ServSafe Manager Certification (if not held, willing to obtain within the first year of service). Valid Kentucky Driver's License.

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.