

# **Bridgeton Public Schools**

## **Job Description Revised**

**POSITION:** Assistant Food Service Director

**RESPONSIBILITIES:** Under the direction of the School Business Administrator and Director of Food Service, the Assistant Director of Food Service is responsible for assisting the operation of the school meal programs.

### **QUALIFICATIONS:**

1. Bachelor's degree with a major in Nutrition or Culinary Arts, or an Associate's degree
2. At least 2 years of experience in Public School Food Service preferred.
3. At least 8 hours of food safety training within five years.
4. Ability to successfully assist in the administration of all aspects of the district food service program.
5. Experience in supervision of personnel.
6. Should have or be willing to complete or continue education relevant to performing job responsibilities prescribed for Assistant Director of Food Service.
7. Ability to perform effectively in oral and written communications at all levels and in all matters related to the district organization and food services.
8. Have and maintain Serve Safe Certification
9. Have knowledge of HACCP.
10. Knowledge of the regulations of the National School lunch, Breakfast, and After School Snacks Programs.
11. Computer literate, experience with MS Word and Excel programs.
12. Valid driver's license and transportation.

### **PERFORMANCE RESPONSIBILITIES:**

1. To assist in planning and supervise the preparation and serving of menus, school meals, special dinners, and all special meals required at school and district events.
2. To develop and maintain effective communications with parents, students, and the community.
3. To provide assistance and suggestions for the preparation and serving of government commodity foods.
4. To follow the size of portions served as related to the Enhanced Food Based Menus Meal Pattern.
5. To assist with prioritizing the needs of the students to promote and increase participation.
6. To give suitable assignments, instructions and supervision to Assistant Managers engaged in the activities of the food service program.

7. To assist development and implement standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system, and prices charged for meals and other food items.
8. To submit completed detailed statistical, financial, and other reports.
9. To supervise and maintain records and files related to food preparation and service, costs, inventories, personnel, and other records.
10. To assist in maintaining food service accounting procedures in accordance with district standards and state/federal regulations.
11. To administer personnel policies for food service personnel in order to recommend assignment, promotion, and dismissals of personnel in order to assure efficient and economical operations; observes and evaluates the performance of food service personnel.
12. Assist with payroll for the food service program.
13. Participate in the interviewing and recommendations of food service personnel.
14. Assist in the coordinating of training and other in-service activities to enhance the program.
15. Assist in the inspection of school meal facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained, and observe and make recommendations for improvement in operations.
16. To meet with vendors, suppliers, and salespeople as necessary.
17. Assist in the development of policy relevant to the Food Service Program.
18. Cooperate with Principals and District Administrators, school nurses, custodians, the Department of Health, and other health officials to facilitate a smooth operation of the Food Service Program.
19. To act in the absence of the Director of Food Services
20. To assist in the implementation of any shared services agreement for food services or nutrition.
21. To perform such other duties as assigned by the School Business Administrator, Director of Food Service or their designee.

**TERM OF EMPLOYMENT:**

12-month position. Salary determined by the Bridgeton Board of Education.

**EVALUATION:**

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

MAB

7-13-10

NMA/MTT

4-2-25

PAY/MTT

8-6-25