

## **ASSISTANT FOOD SERVICE DIRECTOR**

### Qualifications:

1. High school graduate
2. Previous experience in ordering and cooking large quantities
3. Level two food safety certification
4. Ability to lift cartons, boxes, and general cooking equipment associated with deliveries, food preparation and serving
5. Proficient computer skills including use of spreadsheets and file sharing

### Responsibilities:

1. Orders food and supplies according to price and quality on a timely basis and in harmony with menus.
2. Manages the distribution of food and supplies in accordance with “Daily Order Sheets” from head cooks.
3. Maintains accurate distribution records compiling data monthly and submitting information to the food service director.
4. Maintains orderly central storage areas.
5. Posts invoices to the purchase journal and submits invoices to the board office for timely payment.
6. Completes monthly inventories and enters data into the inventory system.
7. Develops monthly menus in cooperation with the food service director, maximizing the use of Government Donated Foods and minimizing food cost.
8. Assists with all phases of banquets and special events planning and implementation.
9. Secures substitute employees as needed keeping accurate records of these substitutions and submitting required paperwork timely.
10. Assists in the evaluation of all food service employees.
11. Assumes responsibilities of the food service director when the director is absent.
12. Completes other duties as assigned by the food service director.

### Time Requirements:

Works 191 days (includes 6 paid holidays), 7 hours daily. Extra time will be required for banquets, special events, and non-school day feeding.

### Evaluation:

Yearly by Food Service Director