

**Riverview Gardens School District  
Assistant Director of Food Services  
Job Description**

**SUMMARY:** Reports directly to the Director of Food Service. Assist the Director in the total operation of the Food Service department for the benefit of the students by establishing the preparation and serving of an attractive, nutritious meal that meets or exceeds established standards at a reasonable cost.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Determine the employment needs of the cafeterias, interview and assign workers.
- Participate in the supervision of all employees, schedule work, and supervise in-service training of employees.
- Assist with preparation of an annual budget.
- Participate in the preparation of the monthly Federal Reimbursement Claim report for submission and cooperate with all officials regarding any and all regulations concerning school food service.
- Participate in setting standards for the purchase of all foods and supplies and assist in establishing the needed controls to ensure quality.
- Participate in establishing standards of food safety and sanitation standards for all foods, equipment and employees.
- Participate in the planning of menus, food preparation and service to ensure students a nutritious meal served attractively and economically.
- Provide evaluations and recommendations for improvements in the Food Service Program.
- Assist in monthly accounts payable activities to prepare for monthly payment of invoices to vendors.
- Assist in the preparation and execution of annual Food Service bids as well as participating in making recommendations to the Board of Education.
- Demonstrate knowledge of all Federal policies governing the National School Lunch Program and School Breakfast Program.
- Demonstrate positive, effective “people skills”.

**QUALIFICATIONS:**

To perform this job successful, an individual must be able to satisfactorily perform each of the essential duties listed above. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of an Associate’s Degree related to the management of any food operation.
- A minimum of two years’ experience in a school food program.
- Proficiency in the knowledge of the rules and regulations of the State Department of Education and the local Board of Education governing food services and familiarity with office procedures to implement regulations.
- Ability to organize, delegate and supervise.
- Ability and personality to work with colleagues, parents and other individuals, community groups and organizations.
- Proficiency in understanding how all groups can work together.
- Positive, effective “people skills”.
- Effective oral, written and interpersonal skills

- Successful completion of a background check by Human Resources

**TERMS OF EMPLOYMENT:**

**Year:** 12 Month

**Salary:** Administrator Range on the District Administrator Salary Schedule