



## **Job Description**

**Job Title:** Food Service Director's Assistant

**Department:** Food Service

**Reports To:** Food Service Director

**FLSA Status:** Nonexempt

### **General Statement of Duties**

The fundamental reason this classification exists is to assist with the coordination of daily functions and duties of the Food Service cafeteria site and serve as an assistant to the Director. The Director's Assistant has the same primary functions of a Site Manager for the location in which they are at while also assisting the Director with menu planning, production records, commodities, inventory, staff trainings and assisting other site managers.

### **Essential Duties and Responsibilities**

- Strive to support the district's mission, instructional goals, and objectives.
- Act as the backup for Food Service Director.
- Execute menu planning with Director for elementary and middle schools in accordance with NSLP and SBP guidelines.
- Prepare production records and required label books for elementary and middle schools.
- Order, receive, and store commodity and other food products and supplies to be distributed to other sites.
- Supervises transport of inventory and prepared food to contract sites and school sites.
- Supervise and operate Summer Food Service Program.
- Assist Director with staff trainings and in-service planning.
- Interact with other site managers to assist them with production records, recipe training, and inventory management.
- Supervise food service personnel. Supervise serving of meals.
- Supervise the use and maintenance of all district Food Service equipment and facilities. Inspect equipment for cleanliness and functional operation.
- Ensure work and dining areas are clean and sanitary and that state health and safety standards are met.
- Prepare and maintain accurate daily production records and log sheets of meals served in the lunch program as required by USDA, HACCP, SDCANS, etc.
- Prepare recipes in HACCP format. Ensure that recipes are specific to location.
- Follow guidelines consistent with school service policies and federal regulations.

- Operate machinery and equipment essential to Food Services in a safe manner.
- ~~Provide consistent training and supervision of general staff employees.~~
- ~~Maintain inventory of food and non-food supplies.~~
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district
- Work directly with highly sensitive personnel and student information. Maintain confidentiality of work related information.
- Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other related duties and function as assigned.

### **Minimum Qualifications**

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

### **Education and Experience**

- High school diploma or general education degree (GED).
- ~~Completion of 1<sup>st</sup> and 2<sup>nd</sup> year of School Food Service Certification preferred.~~
- **School Nutrition Association Certification preferred.**
- Experience in food service or commercial operations preferred; an equivalent combination of experience and/or education may be acceptable to the hiring authority.

### **Skills and Abilities**

- Read and comprehend simple instructions, short correspondence, and memos.
- Write simple correspondence.
- Effectively present information in one-on-one and small group situations.
- Use basic math and computer skills.
- Apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
- Deal with problems in standardized situations.

### **Certificates, Licenses, Examinations**

- Successful completion of written tests and/or verbal interviews.
- ServSafe certified, ~~state and national school Food Service certifications.~~  
**Maintain annual SNA and USDA continuing education units.**

- Provide evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job,

- The employee is occasionally required to sit; reach with hands and arms; and use hands to handle various materials, use various tools, and operate equipment.
- The employee is frequently required to stand and stoop, kneel, climb, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds.
- The employee is occasionally exposed to fumes or airborne particles.
- The employee is subject to work overtime if the situation arises which requires immediate attention with approval by the supervisor.
- The noise level in the work environment varies.

### **Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

Meade 46-1 Food Service  
Organizational Chart

