



ASSISTANT DIRECTOR, FOOD SERVICES

GENERAL RESPONSIBILITIES:

Under the leadership of the Director of Food Services, the position is responsible for overseeing the operational duties of the Office of Food Services, and assisting in all aspects of managing, coordinating, supervising, and evaluating the food service operations. In the absence of the Director, the position assumes leadership of the office.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate, direct, and establish work practices that ensure the efficient and effective use of financial and human resources in the operation of food services.
- Support the VBCPS strategic plan by providing additional leadership to the Office of Food Services through constant communication and evaluation of food services program processes.
- Assist in the evaluation of needs in relation to purchasing new and replacement kitchen equipment for the school division.
- Support the Director and Office of Facilities Services in new scratch kitchen layout design and improvements.
- Work collaboratively with the coordinators of food services to ensure that all building needs are being met.
- Ensure all USDA and VDOE guidelines and regulations are being followed.
- Monitor and review expenses to ensure alignment with the budget; assist in the development of the budget.
- Work with coordinators and staff to identify areas of strength and weakness regarding the implementation of Compass to 2025 goals and objectives.
- Actively participate and provide oversight in the recruitment and hiring, of a high-quality workforce including training and evaluation of staff.
- Delegate assignments to coordinators and supervisors; hold staff accountable for satisfactory performance of assignments.
- Ensure customer satisfaction by analyzing customer complaints, concerns, and suggestions; provide appropriate follow-through to ensure quality customer service.
- Coordinate preparation of bid documents; manage and ensure contracts are current and being adhered to.
- Develop and maintain effective collaborative relationships with VBCPS employees, vendors, and the public.
- Oversee and monitor the culinary training program for all school nutrition employees and staff.
- Assist in the supervision of receiving, depositing, and accounting of all monies related to the operation of the School Nutrition Program.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have considerable knowledge of food service operational and accounting practices. Must have knowledge of supervisory principles and practices, and fundamentals of recruiting, interviewing, and selecting employees. Must be committed to providing excellent customer service. Demonstrated interpersonal, oral, and written communication skills. Must have the ability to plan, delegate, and follow through with tasks and responsibilities; ability to work within a diverse environment; ability to lead large groups of employees; prepare complex and technical reports and communicate effectively with all stakeholders, and the ability to use Microsoft Office applications, Primero Edge, School Café, and Google applications.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in a specific/related major* any academic major and state-recognized certificate for school nutrition directors; or any major and five years of school nutrition program management

**Specific/related major: Academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.*

Preferred: Master's Degree



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and driving. Occasional standing, bending, stooping, crouching, and reaching. Work involves moderate exposure to unusual elements such as extreme heat and hazards such as exposure to chemicals, moving mechanical parts, etc., and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/22
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