



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: ASSISTANT FOOD SERVICE DIRECTOR

- QUALIFICATIONS:**
1. High School Diploma and training in business, administration, food services management or related field
 2. Minimum 5 years of experience in school food service, or education, or any other equivalents as deemed appropriate by the Food Service Director
 3. General knowledge of nutrition, food preparation, health and safety regulations, and federal and state guidelines governing school food services programs
 4. Operational level of office and computer skills including word processing, calculator use, basic record keeping ability, ability to compose correspondence, working knowledge of computers
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
 6. Must be recommended by the Superintendent of Schools or designee and approved by the Board of Education.

REPORTS TO: Directly responsible to the Food Service Director

SUPERVISES: Food Service Department employees

JOB GOAL: To assist the Food Service Director in maintaining the district's food service program.

PERFORMANCE RESPONSIBILITIES:

1. Daily Cash Counting & Cashier Report Reconciliation; Cashier Audits as needed
2. Facilitate product inventories in each kitchen
3. Monitor Kitchen Leads' compliance with Child Nutrition & USDA regulations
4. Assist Director with HR duties as needed (substitute scheduling, performance evaluations, disciplinary procedures, personnel files, interviews, etc.)
5. Chart & monitor Payroll vouchers
6. Daily and Weekly Cafeteria Orders / Assist in monitoring product usage
7. Site visits and Evaluations/applicable problem solving
8. Assist Director with cafeteria enhancements, marketing & merchandising
9. Other duties as assigned

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board DATE: February 21, 2012

REVISED: _____