

TITLE: ASSISTANT FOOD SERVICES 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 google, 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

REPORTS TO: Food Services Director and/or Business Administrator, Superintendent and/or his/her designee

SUPERVISES: Food Service Department Employees

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

PERFORMANCE RESPONSIBILITIES:

Operational:

1. Daily Cash Counting & Cashier Report Reconciliation; Cashier Audits as needed
2. Facilitate product inventories in each kitchen
3. Monitor Kitchen Leads' compliance with NJDA & USDA regulations and requirements while ensuring safety and budgetary parameters are met and meals are presented in an appealing and appetizing manner.
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. Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
8. Site visits and Evaluations/applicable problem solving.
9. Assist the Director with cafeteria enhancements, marketing & merchandising, taste testing, promotions, staff and student training.
10. Coordinates with Curriculum to incorporate education, food service and nutrition in the classroom.

ASSISTANT FOOD SERVICES DIRECTOR (Continued)

11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools
Date: 07/21/2021