

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0058  
Pay Grade: C07

FLSA: Exempt

**ASSISTANT DIRECTOR, FOOD SERVICES**

**MAJOR FUNCTION:**

The Assistant Director, Food Services assists the Director, Food Services in the management of the district's Food Service Program. This requires a knowledge of all areas of Food Service: school operations, technical services, purchasing, menu planning, training, food production, personnel and financial management, and computer skills.

**DUTIES AND RESPONSIBILITIES:**

- Assists the Director, Food Service with departmental duties involved in the planning, organizing, coordinating, directing and evaluating all phases of food service operations for the school system.
- Supervises, evaluates, trains, and provides work assignments to assigned personnel.
- Assists the Director in developing policy and procedures pertaining to school food service.
- Directs the Food Service Program during the absence of the Director, Food Services.
- Determines training programs, as necessary, for operation of a quality Food Service Program.
- Organizes and teaches training programs for food service employees and managers.
- Provides direction and assistance to the Supervisor, Food Services (Business Services), (Technical Services) and (School Operations) and the Systems Analyst as needed.
- Completes duties of supervisors during their absence.
- Provides direction and assistance to the Food Service Field Specialists with Accuclaim reviews and emergencies as needed.
- Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university in a field emphasizing one of the following: Hospitality Food Management, Nutrition and/or Institutional Food Management. Five (5) years of progressively responsible professional experience related to quantity food preparation to include three (3) years' experience in the management and supervision of a School Food Service Program. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 5/94 PBL; BOARD APPROVED: 5/11/94; REVISED (MQ'S) 10/96 PBL; BOARD APPROVED: 11/12/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**ASSISTANT DIRECTOR, FOOD SERVICES**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant Director, Food Services - ADM