



PIEDMONT

UNIFIED SCHOOL DISTRICT

Office of the Superintendent

760 Magnolia Avenue • Piedmont, CA 94611 • 510-594-2614

Assistant Director of Food Service (District-Wide)

The Assistant Director of Food Service will assist the Director of Food Service with the operations of the Piedmont Unified School District's Food Service Program. The work year is 205 work days.

The Food Service Program at Piedmont Unified School District puts an emphasis on the quality of food offered to students and staff by using the freshest ingredients and incorporating healthy options into each day's menu. In addition, the Food Service Program caters school related events throughout the school year.

Under the direction of the Director of Food Service the Assistant Director is responsible for assisting with the planning and organizing of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) and overall food service operations, including responsibility for training and supervising (directing and evaluating) staff, students, and parent volunteers. The Assistant Director will assist with the cycle menu planning and with running the Food Service Program.

Essential Functions and Basic Duties Include:

Under the direction of the Director of Food Service, assist with the administration of the food service program in conformance with federal, state and local regulations and District policy.

- Assist with planning, developing, preparing and evaluating menus in conformity with the SBP and NSLP requirements for ingredients and serving size. Menus should include a variety of healthy, organic foods (both hot and cold) served everyday.
- Maintain proper food safety, health, and sanitation in compliance with local health and safety department regulations.
- Be in compliance with Federal and State guidelines/laws concerning School Nutrition Programs.
- Maintain quality control and consistency of all menu items.

Under the direction of the Director of Food Service, assist with the supervision of school nutrition employees when needed.

- Under the direction of the Director of Food Service, supervise and assist with daily food preparation.
- Supervise parent volunteers and student assistants.
- Assist in training new school nutrition personnel.
- Participate in regular health & safety meetings.

Under the direction of the Director of Food Service, assist with the procurement of food, supplies and equipment.

- Coordinate inventory control, review requisitions, supplies and equipment.
- Prepare and monitor department budget
- Place orders as necessary for milk, bread, produce, bakery, and other menu items.
- Track sales and inventory in order to determine proper menu development and ordering.
- Assist with daily cash register reconciliation and bank deposits.
- Assist with equipment maintenance, cleaning, and repair schedule.
- Maintain good rapport with teachers, staff, parents, students, and vendors.
- Work with on-site School Administration and address any issues and/or concerns regarding the Food Service Program.

Required Knowledge & Skills Include:

- Demonstrated knowledge and expertise of food knowledge, production and culinary skills in a high volume kitchen.
- Effective oral and written communication skills in the English language.
- Ability to develop and maintain cooperative, effective working relationships with both adults and students.
- Knowledge of basic computer operations and functions including Microsoft Office applications, email, and internet.

Requirements & Qualifications of the Position:

Bachelor's degree, or equivalent educational experience, with 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; OR

Bachelor's degree in any academic major, and at least one year of paid or documented unpaid relevant food service experience; OR

Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family or consumer sciences, nutrition education, culinary arts, business, or a related field' and at least one year of paid or documented unpaid relevant food service experience; OR

High school diploma (or GED) and three years of paid or documented unpaid relevant food service experience.

Graduation from culinary school or college with training in food service management preferred. •

Minimum 1 year of management experience in a food service environment or an equivalent combination of education and experience.

At least eight hours of food safety training is required either not more than five years prior to start date or completed within 30 calendar days of start date. - Serve Safe Certified or the ability to become certified.

Ability to lift 50 pounds or more may be required periodically.

Ability to stand and perform repetitive hand motion for extended periods of time.

Working Conditions:

ENVIRONMENT: Kitchen; constant interruptions.

PHYSICAL DEMANDS (consideration will be given to reasonable accommodation):

Sufficient hearing to conduct in-person and telephone conversations

Sufficient physical mobility to move about kitchen environments, school sites, and drive a car

Sufficient vision to read printed material

Physical, mental, and emotional stamina to endure long hours under stressful conditions

Standing and sitting for long periods of time

Dexterity of hands and fingers to operate a computer keyboard

Physical ability to lift, carry, push, pull up to ten pounds on a regularly basis and up to 50 pounds occasionally

Ability to bend, twist, kneel and stoop

Ability to reach in all directions