Job Title: Assistant Director, Equipment and Warehouse Operations  
Exemption Status/Test: Exempt

Reports to: Director of Student Nutrition Services  
Date Revised: October, 2015

Dept. /School: Student Nutrition Services

Primary Purpose:
Oversee the strategic plan in the areas of warehouse operations, kitchen equipment repair/maintenance and layout and design. Design kitchen and equipment layout and coordinate kitchen installation at campus kitchens. Oversee lunchroom repair department to assure ongoing food production operations.

Qualifications:

Education/Certification:
Bachelor’s Degree in Business, Institutional Management, Hotel and Restaurant Management, Home Economics, or a related field
School Nutrition Specialist or Master’s Degree, preferred
Clear and valid Texas driver’s license

Experience:
A minimum of eight (8) years in food service operations and experience as assistant director in a multi-unit operation, preferred

Special Knowledge/Skills:
Demonstrated knowledge of the technology used to capture and analyze data
Demonstrated ability to analyze productivity performance results and take appropriate actions
Demonstrated knowledge of all aspects of the food service industry
Demonstrated ability to function effectively with all levels of management throughout the district
Demonstrated outstanding coaching and nurturing skills in leading a large, diverse organization
Demonstrated understanding of governmental requirements and ability to ensure department personnel understand their roles in complying with government regulations
Demonstrated ability to emphasize the importance of customer service to department personnel
Experience in an urban school setting and/or in a multicultural educational environment preferred
Demonstrated organizational, communication, management, budgeting and interpersonal skills required to achieve the goals of the position

Major Responsibilities and Duties
1. Establish appropriate performance measures for evaluating customer satisfaction and participation, analyze performance, measurement results and adjust products accordingly.
2. Assemble a cross-functional team and incorporate the committee’s input into the planning, design, and promotion of new programs, i.e. Grab-n-Go Breakfast, In Classroom Breakfast, Vending, Kiosks, etc.
3. Develop and execute a strategic plan for production, procurement and equipment that supports the overall food services strategic plan, mission and vision. Consult, as needed, with school planners and architects on plans and specifications for new or renovated school cafeterias.

4. Participate in departmental menu focus groups and menu advisory groups and direct input from specialists, cafeteria supervisors and students.

5. Oversee the automated and standardized collection of data related to procurement and equipment performance.

6. Develop bid specifications and work closely with purchasing specialist to ensure good vendor relationships and compliance with contract requirements.

7. Periodically review the activities and paperwork requirements of department supervisors and cafeteria managers, and adjust requirements as appropriate.

8. Maintain a Hazard Analysis Critical Control Point plan (HACCP), a food safety program to assure food handling process from point of receipt to meal service. Collaborate with director of cafeteria operations to incorporate the HACCP program into training for new cafeteria supervisors as well as in ongoing staff development.

9. Serve as contact for department recycling program.

10. Maintain Material Safety Data Sheets (MSDS) and coordinate training for department staff and make sure they are readily available for employees to use them.

11. Maintain documentation on health inspection reports as required by federal guidelines.

12. Routinely visit district cafeterias to evaluate the quality of food, equipment and series.

13. Foster an environment in which open communication and feedback from principals and employees is encouraged and valued.

14. Initiate requisitions for equipment, food or supplies for the department as needed.

15. Is responsible for utilizing School Nutrition Association Program of Excellence best practice indicators for area of responsibility.

16. Is responsible for providing compliance documentation as needed for the TDA Administrative Review as requested.

17. Encourage and support national and or state certification/credentialing for department staff to assure ongoing pool of highly trained and skilled employees.

18. Stay abreast of best practices, laws, regulations, policies and emerging technologies related to school food service operations, and communicate to appropriate department personnel.

19. Supervise the activities of direct reports in accordance with the district’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

20. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

21. May serve as administrator in charge during the director’s absence.

22. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**

Supervise assigned staff.
Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; district vehicle

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Frequent repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours, frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.