

**Arlington Public Schools
ARLINGTON, MA 02476**

POSITION: ASSISTANT FOOD SERVICE DIRECTOR

REPORTS TO: Food Service Director

SUPERVISES: All Food Service Staff

QUALIFICATIONS:

Education Requirements:

A Baccalaureate Degree in institutional food service management, nutrition, (or a closely related field) is preferred. Two Additional years of successful experience as a food service manager could be substituted for the degree.

Experience:

- A minimum of two years successful experience as a supervisor or manager in an institutional food service or comparable setting.
- Demonstrated ability to work as an effective team leader.
- Ability to work with other groups in the integration of nutrition into other core subject areas.

General Knowledge, Skills and Abilities:

- Skill in motivating and supervising food service personnel.
- Knowledge of food service program requirements.
- Excellent computer skills.
- Familiar with Web Based Technology.
- Experienced with Excel Program.
- Ability to interpret a nutrient analysis spreadsheet.
- Ability to maintain records and complete reports, including web-based reporting.
- Written and oral communication skills.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of food service program finances.
- Skill in using public relations techniques to promote the foodservice program to children, school personnel and the public.
- Communication skills to work with the media and stakeholders to publicize the nutrition integrity of school meals.
- Knowledge of Hazard Analysis Critical Control Point (HAACP) procedures.

PERFORMANCE RESPONSIBILITIES:

Works with the Director of Food Service in the following tasks:

- Planning and analysis of menus for all schools in the district to ensure that USDA Meal Pattern and nutritional requirements are met.
- Planning menu adaptations for children with special needs.
- Maintaining a purchasing system consistent with USDA and state purchasing guidelines.
- Enforcing federal and state regulations regarding nutritional standards, reports and records. Preparing and maintaining all records for required audits and reviews.
- Overseeing the administration of the district's free and reduced price meals program according to federal regulations.
- Preparing, monitoring and administering the food services budget. Monitoring and analyzing all revenue sources. Reviewing and authorizing all program expenditures.
- Assessing customer preference, industry trends and current research to develop a long-range plan that facilitates continuous program improvement.
- Maintaining an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel.
- Coordinating all equipment maintenance and building repairs with the appropriate school district personnel or a private service provider.
- Ensuring that established sanitation and safety standards are maintained. Works directly with the local Board of Health.
- Developing a marketing plan that promotes the school nutrition services to students, parents, other school personnel, and the community.
- Developing and implementing a catering plan that is consistent with school board policies.
- Participating in the implementation of the District Wellness Policy.
- Other related duties as may be assigned.

TERMS OF EMPLOYMENT: Full time (7 hours per day); 200 Days (August - June)

SALARY AND BENEFITS \$65,000-\$75,000 per year; Health Insurance Benefits and Other Insurance Benefits as are offered to other benefit-eligible employees in Arlington.

PHYSICAL REQUIREMENTS: This position requires standing, bending and reaching, as well as moving from one location to another throughout the district, including traveling between schools. May require occasional lifting of up to 30 pounds.

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.

The Arlington Public Schools focuses on the whole child to create inclusive and innovative learning opportunities for all students, values diverse identities and ways of learning, prepares all staff to maintain high expectations while providing necessary supports, and sustains collaborative partnerships with families and the community (Our Mission). We do this in order to create an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world (Our Vision).

Updated 10.21.2022