**SAMPLE ASSISTANT DIRECTOR-ACCOUNTABILITY**

**JOB DESCRIPTION**

Job Title: Assistant Director-Accountability

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: Food Service Director

Supervisor’s Superior: [District Dependent]

Positions Supervised: [Edit according to Organizational Structure] Financial Analyst;

Coordinators-Human Capital, Accountability, Special Projects

**Job Summary**

Under the direction of the Food Services Director, and in accordance with the strategic plan and operational goals and objectives of the Department, assists in developing and administering the food service programs through technical and organizational expertise. Primary areas of responsibility include: responsibility for the District’s Federal and State compliance for student eligibility; analyzing financial and participation data; support in planning and preparing the department budget; monitoring expenses and revenues; oversee FSD employee recruitment and hiring organization; oversees FSD information technology planning and organization; liaison to School and Community Nutrition Programs; works with the Director and Assistant Director-Operations in developing, analyzing and monitoring performance outcomes and strategic initiatives; recommends the implementation of new and updated technology for operational effectiveness.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Employ exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with BCPS Nutrition Services, staff, purveyors, community partners and District Administration.
2. In conjunction with student services, directs the administration of the free and reduced price meal (FARMS) program.
3. Develops and recommends changes to food service program policies and procedures, including the organization, standardization, and retention of digital records.
4. Assists in preparing and administering the food service budget including revenue projections and control of expenditures in accordance with established financial management principles.
5. Analyzes food service operations and financial statements and takes corrective action.
6. Assists in developing and utilizing an aligned strategic plan for Food Services. Use key indicators to determine progress and opportunities for improvement.
7. Establish price structure and fiscal controls to assure a fiscally sound and self-supporting operation.
8. Monitor revenue and expenditures in accordance with approved operating budget. Recommend transfers or supplemental appropriations as necessary.
9. Assists in gathering, researching and preparing data for presentations to internal and external partners and community groups.
10. Assists Assistant Director-Operations in developing standards for food and labor costs.
11. Review program operations for cost effectiveness and conformance with program regulations.
12. Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibility includes the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
13. Develops and recommends all policies and practices for FSD related to Human Capital, such as but not limited to hiring practices, job description development, and evaluation of personnel.
14. Develops and recommends all policies and practices for FSD related to record access and retention for paper and digital information.
15. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows Federal laws, State laws, school board policies and the professional standards.

**Education and Related Work Experience**

* To qualify for this position, an individual must possess any combination of experience and education that would insure being able to meet and fulfill job requirements; including Bachelor’s Degree or higher in Food Services, Institutional Management, Business Administration, Public Administration, or related field.
* A minimum of five years experience in K-12 food service management in school districts with enrollment larger than 20,000.
* In depth knowledge of K-12 food service finance systems, staff training and supervision, USDA school meal program procedures and compliance.

**Licenses, Registrations or Certifications**

* Valid [insert state] Driver’s License

**Technical Skills, Knowledge & Abilities**

* The procedures, policies, practices and methods of food service operation.
* Local, State and Federal regulations regarding K-12 food services nutritional standards, dietary guidelines and reporting requirements.
* Methods of preparing and administering budgets and reports.
* Excellent verbal, written, and interpersonal communication skills that allow for the presentation of technical information.
* Technical computer applications including Microsoft Word, Excel, Access, Outlook as well as POS and FOH and BOH food service or comparable K-12 food service software.

**The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Physical Demands**

* Ability to smell, taste and feel, in order to determine quality of raw and prepared food products
* Ability to work with frequent interruption and to simultaneously supervise a variety of tasks
* Ability to stand, stoop, reach and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
* Ability to read small print
* Ability to stand for long periods
* Ability to walk long distances
* Ability to lift, push and/or pull objects, which may approximate 50 pounds
* Ability to work with, and in the proximity of, equipment with moving mechanical parts
* Ability to work in an inside environment
* May be required to work around loud noise

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District, administrators, staff, vendors, parents and others encountered in the course of work.

**Work Environment**

Not substantially exposed to adverse environmental conditions.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*