

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT DIRECTOR, Red Apple Dining

#### QUALIFICATIONS

- Bachelor's Degree in food and nutrition, food service management, culinary arts, business, or related field.
- Master's Degree preferred.
- Four (4) years' multi-unit restaurant management experience.
- K12 dining operations experience preferred.
- Valid Florida driver's license and use of personal automobile required.
- ServSafe certification or receive certification within six (6) months of hire.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to lead and develop team members.
- Effective skills in oral and written communications.
- Effective skills in problem solving and conflict management.
- Ability to plan, organize, and prioritize.
- Knowledge of Florida Administrative Code concerning food service.
- Knowledge of computer applications as related to job functions.

#### SUPERVISION

**REPORTS TO** Director, Red Apple Dining  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

*To assist with the overall leadership and management of Red Apple Dining to support student achievement and district initiatives.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Lead, mentor, engage, and develop teams to maximize their contributions, including recruiting, assessing, training, coaching, and managing performance.
2. \*Identify, develop, and coordinate the utilization of technology within Red Apple Dining.
3. \*Manage and monitor USDA contracts, which include the NSLP, SBP, ASSP, and SFSP.
4. \*Establish and maintain a business strategy for the utilization of vending to maximize guest satisfaction and revenue growth.
5. \*Prepare and analyze financial and performance indicator reports for campus restaurants and communicate analyses to appropriate stakeholders.
6. \*Develop and coordinate community outreach initiatives and marketing collateral/tools for Red Apple Dining.
7. \*Create value through efficient operations, appropriate cost controls, and revenue management.
8. \*Assist campus restaurants in facilitating partnerships with teachers to provide learning opportunities for students.
9. \*Maintain open communication with district leaders in planning, developing, and utilizing Red Apple Dining for the maximum benefit to the district, campuses, and community.
10. \*Assist the Director in preparing, implementing, and monitoring annual operating budgets.

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11. \*Maintain a safe and healthy environment for guests and team members.
12. \*Direct, supervise, and evaluate assigned personnel.
13. \*Provide leadership to Red Apple Dining team to ensure compliance with Federal and State regulations, School Board policies and district procedures.
14. \*Serve on the district-wide emergency management team.
15. Perform other duties as assigned by the Director, Red Apple Dining.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard office equipment and commercial food service equipment

### PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stepping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**AO-07-E \$75,863 - \$116,260**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7600
Job Code	1421
Survey Code	76010

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**October 29, 2019**  
**April 9, 2002**  
**August 8, 1993**

ADA Information Provided by Chad Wilsky  
Position Description Prepared by Chad Wilsky

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*