

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Red Apple Dining

QUALIFICATIONS

- Bachelor's Degree in food and nutrition, food service management, business, or related field. Must have five (5) years' experience in K12 food service management, if degree is not previously listed academic major or area of concentration.
- Master's Degree preferred.
- Five (5) 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 laws, regulations, and policies concerning the USDA Child Nutrition Programs.
- Knowledge of computer applications as related to job functions.

SUPERVISION

REPORTS TO Chief Financial Officer
SUPERVISES Assigned Personnel

POSITION GOAL

To provide overall leadership and management for 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. *Establish and maintain a high level of food quality and menu satisfaction through well-developed culinary and production practices, with a focus on variety, trends, and healthy dining options.
3. *Create value through efficient operations, appropriate cost controls, and revenue management.
4. *Assist campus restaurants in facilitating partnerships with teachers to provide learning opportunities for students.
5. *Maintain open communication with district leaders in planning, developing, and utilizing Red Apple Dining for the maximum benefit to the district, campuses, and community.
6. *Prepare, implement, and monitor annual operating budgets; prepare timely cost accounting reports analyzing the budget status.
7. *Ensure the development of menus, pricing, and operational guidelines maintain guest satisfaction and a positive budgetary balance.
8. *Coordinate the purchasing of food, non-food products, and equipment for all campus restaurants and dining outlets maintained by Red Apple Dining.
9. *Monitor systems in menu planning, purchasing, inventory, recipe development, payment, and accounting.
10. *Coordinate with Facilities Planning & Project Management upgrades/renovations to campus restaurants.
11. *Maintain a safe and healthy environment for guests and team members.

DIRECTOR, Red Apple Dining, Page 2

12. *Direct, supervise, and evaluate assigned personnel.
13. *Provide oversight to all operations of Red Apple Dining.
14. *Provide leadership to Red Apple Dining team to ensure compliance with Federal and State regulations, School Board policies, and district procedures.
15. *Serve on district committees.
16. *Serve on the district-wide emergency management team.
17. Perform other duties as assigned by the Chief Financial Officer.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard office equipment and commercial food service equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking 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.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity 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	POSITION CODES	FLSA	BOARD APPROVED
AO-02-B \$93,491 - \$143,412	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	October 29, 2019
District Salary Schedule	Personnel Category 02	<input checked="" type="checkbox"/> Not applicable	Previous Board Approval April 9, 2002 March 26, 1991
Months 12	EEO-5 Line 06		
Annual Days 258	Function 7600		
Weekly Hours 37.5	Job Code 1404	ADA Information Provided by Chad Wilsky	
Annual Hours 1935	Survey Code 76005	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.