

## Director, Ancillary Services

Job Description			
<b>Position:</b>	Director, Ancillary Services	<b>Date Created:</b>	1/20/2025
<b>Department:</b>	Administration	<b>Job Type:</b>	Full-Time
<b>Reports To:</b>	Chief Education Officer	<b>FLSA Category:</b>	Exempt
<b>Placement Schedule:</b> Placement Schedule 2, Paygrade 39			

### POSITION SUMMARY:

Under the general supervision of the Chief Education Officer, the Director, Ancillary Services performs a variety of job functions essential to the successful operation of Haven schools food service, aftercare, and preschool programs. The job functions of this role include, but are not limited to facilities and operations management, financial management, food production, regulatory compliance, and student and child care/safety.

### KEY RESPONSIBILITIES:

- Supervises duties of assigned support staff including evaluating work, counseling, performing investigations into complaints and recommending disciplinary action, if needed.
- Develops financial management guidelines that support ancillary program operational goals and complies with applicable regulations.
- Establishes cost control goals to effectively manage the school ancillary program.
- Develops a management system to ensure high standards for quality food production.
- Establishes operational systems for managing ancillary programs.
- Establishes policies and procedures to ensure food is prepared and served in a sanitary and safe environment.
- Provides leadership in creating a safe work environment for school ancillary operations.
- Establishes a staffing standard for the school ancillary programs at each location that complies with school district policies as well as federal, state, and local regulations.
- Develops a systematic approach for marketing and infrastructure for customer service in the ancillary programs.
- Establishes a communication infrastructure with stakeholders to promote the school ancillary programs.
- Receives and responds to inquiries, concerns and complaints in areas of responsibility. Develops guidelines for planning menus that comply with nutrition objectives and supports operational goals of the school nutrition program.
- Provides leadership to support the nutrition and wellness initiatives within the organization.
- Complies with procurement guidelines established and established regulations that support operational goals of the school nutrition program.
- Complies with established operational procedures to effectively manage receiving and inventory systems.
- Establishes a system to ensure nutritional, financial, and regulatory accountability of the school ancillary programs.
- Performs other duties as assigned.

### QUALIFICATIONS:

- Associate's degree in business, hospitality management, food service or equivalent discipline acceptable by the CEO and BHCA, Inc. Board of Directors (required).
- Bachelor's degree in business, hospitality management, food service or related field (preferred).
- Current applicable Federal and State of Florida professional certification/licensure.



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- Four (4) plus years of progressive experience in a similar role.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

### **PHYSICAL DEMANDS:**

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

### **WORK ENVIRONMENT:**

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

### **TRAVEL REQUIREMENTS:**

- Occasional travel to various school, district, state, and/or community events may be required.

### **SIGNATURE:**

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_