

<b>Job Title:</b>	<b>DIRECTOR OF FOOD SERVICE</b>
<b>Department:</b>	Food Service
<b>Reports to:</b>	Assistant Superintendent
<b>Classification:</b>	Exempt / Support Staff
<b>Employment:</b>	11 months / At-will
<b>Evaluation:</b>	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

## **SUMMARY**

The Director of Food Services is accountable for the administration of the fiscal budget; food, supply, and equipment procurement; safety and sanitation standards according to HACCP (Hazard Analysis & Critical Control Points); personnel, supervision; and menu planning for all food service programs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Serves as a consultant to coordinate the Food Service program with all educational functions of the school district.
2. Effectively communicates with the schools and the community to keep constituents informed of menu selections and upcoming special events in food service
3. Speaks to students and adult groups concerning health and good nutrition and to provide an open channel of communication between the students, faculties, and the Food Service Department.
4. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
5. Plans and supervises Food Service and personnel for district special functions when requested.
6. Reviews all applications for free and reduced prices lunches.
7. Operates the food service program in accordance with Federal and State Department guidelines and local Board of Education regulations and policies.
8. Develops and administers accurate accounting procedures to be maintained in each school for local, State, and Federal reports.
9. Establishes a fiscal budget for the Food Service Department with cost consideration.
10. Maintains accurate accounting records for all receipts and expenses of the Food Service Department.
11. Orders all foods and supplies. Negotiate prices with vendors. Order and utilize commodity foods through the National Lunch Program in menu preparation. Supervise storage, productions and serving of all foods in the individual schools.
12. Maintains a food service inventory

## **SUPERVISORY DUTIES**

1. Works with the supervisor in the selection, assignment, orientation, and evaluation of performance for all food service personnel.
2. Develops and assign work schedules for all employees.
3. Provides in-service training for all food service personnel.
4. Conducts regular meetings with all school head cooks.
5. Assists in the planning of kitchen facilities for new school constructions or the remodeling of existing buildings within the district.
6. Provides a Food Service Handbook for all food service personnel to explain in detail the policies and procedures of the Food Service Department
7. Attends meetings as required by the Assistant Superintendent.
8. Co-Chairs the district Wellness Committee.
9. Maintains confidential nature of all school-related matters.
10. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

## **QUALIFICATIONS**

### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

### **Education/Experience**

1. College degree preferred with emphasis in nutrition or dietetics.
2. Two years of managerial experience preferred.
3. Three years of experience with commercial food preparation preferred.
4. Good organization, communication and interpersonal skills.
5. Possess positive character traits that are student-centered.
6. Education and/or experience are not exclusive determinations for hire. A combination of education and experience are considerations for employment.

### **Certificates, Licenses, Registrations**

Safe-Serve Certification

## **SKILLS AND ABILITIES**

### **Language**

The ability to read, write, and communicate fluently are required.

### **Computation**

Minimal math skills are required.

### **Reasoning**

The ability to investigate, fact find, and problem-solve are needed qualifications.

### **Technology**

Operate proficiently hardware and/or software specific to employment.

## **Additional Skills and Abilities**

Employee must be able to interpret and follow directions.

## **PHYSICAL DEMANDS**

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

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak (normal to semi-noisy environment) and must have close moderate and distance vision ability. This position requires regular use of close vision and does require prolonged computer use.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (over 50 lbs.), carrying objects (over 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

### **Hours / Attendance / Travel**

Beginning and ending work hours will be established by the supervisor. Hours may vary. Overtime hours may be necessary, with approval of administration.

Regular attendance is expected.

Regularly drive between schools and to professional development activities. Occasionally transport food between schools.

## **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. Be exposed regularly, but for short periods of time to extreme cold temperatures in the freezer/cooler. Regularly be exposed to sharp objects/utensils. The work environment is frequently loud. The employee will be regularly working under deadlines.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*