

TITLE: FOOD SERVICE DIRECTOR #5.40

JOB GOAL: The Food Service Director is responsible for directing and evaluating all activities assigned to the food service program. The Coordinator is responsible for supporting healthy food habits of students while maintaining program integrity and fiscal accountability.

QUALIFICATIONS:

1. High School Diploma or its equivalent.
2. Three years of school food service experience with one or more years in a supervisory role.
3. Knowledge of state and federal programs for child nutrition and the National School Lunch Program.
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents and staff.
5. Skilled in managing food service personnel and in directing the efficient and cost-effective use of food preparation equipment in multiple settings.
6. Ability to understand and follow oral and written instructions with limited supervision.
7. First aid card and Food Handler's Card required.
8. Knowledge, skills and abilities required to perform responsibilities listed below.
9. The above is subject to alteration as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

SUPERVISES Cafeteria Managers and Food Service Workers

PERFORMANCE RESPONSIBILITIES:

1. Oversees and directs the daily operation of the District's food service program.
2. Ensures that equipment selected is appropriate for facility and operational needs to meet short and long term goals of the food service program.
3. Creates procedures for the proper care, preventive maintenance, and repair of equipment.
4. Implements sanitation standards and safety practices .
5. Establishes an environmentally responsible school nutrition program which includes energy conservation, recycling and waste disposal.
6. Develops financial management guidelines that support food service program operational goals and comply with regulations.
7. Establishes a pricing structure for meals and food items that follows federal, state, and local guidelines.

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8. Incorporates and promotes local produce and products into the food service program.
9. Prepares budgets that appropriately reflect financial goals.
10. Ensures compliance with procedures for collecting, reconciling, depositing, and disbursing funds.
11. Establishes cost control goals to effectively manage the food service program.
12. Develops a management system to ensure high standards for quality food production.
13. Establishes operational systems for managing food production and service.
14. Establishes procedures to maintain required daily food production records at each site.
15. Provides training to staff in areas of food production, sanitation and safety.
16. Establishes policies and procedures to ensure food is prepared and served in a sanitary and safe environment.
17. Develops and implements a process for recruiting, hiring, retaining, evaluating and promoting qualified food service staff.
18. Designs and implements an effective public relations program to maintain a positive image for the food service program.
19. Develops guidelines for planning menus that comply with nutrition objectives and utilizes operational goals of the food service program with an emphasis on local produce and products.
20. Provides leadership to support the nutrition and wellness initiatives within the school district.
21. Plans nutritionally sound menus that comply with federal, state, and local regulations.
22. Develops and implements a menu system to maximize use of USDA foods.
23. Collaborates with school staff, teachers, parents, and other health professionals to meet the special food and/or nutrition needs of children as appropriate.
24. Develops specifications for and solicits competitive prices and requisitions for all food, equipment and supplies for the food service program.
25. Establishes operational procedures to effectively manage inventory.
26. Establishes a system to ensure nutritional, financial and regulatory accountability of the food service program.
27. Utilizes technology and information systems to generate and submit reports as appropriate.

ESSENTIAL PHYSICAL REQUIREMENTS

1. Moderate to high degree of physical stamina and frequent lifting up to 50 pounds.
2. Frequent walking, bending, reaching, twisting, and prolonged periods of standing.
3. Exposure to noise, heat, cold, hot and cold surfaces, and sharp and moving equipment.
4. Requires coordination and dexterity to prepare foods.
5. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

Adopted: 12/1/99 Revised: 3/18/10