

Title: Director of Food Services (FLSA Exempt)

Performance Responsibilities Design and Evaluation - Supervises the design and evaluation of the Food Service Program for the Parish.

- Develops comprehensive goals and objectives for developing and maintaining an effective School Food Service Program.
- Develops personal goals to improve leadership effectiveness.
- Reviews and improves school food service operations on an annual basis.

Any and all duties as assigned by Assistant Superintendent

Leadership - Provides leadership in supervising and implementing all aspects of the school food service operation.

- Supervises, evaluate develops, and recommends for dismissal, when appropriate, any personnel whose work is unsatisfactory.
- Assists food service managers in all phases of the Food Service Program including administrative details, nutrition education, menu planning, budgeting, record keeping, and cost control.
- Keeps in touch with all federal and state agencies in order to conform to all laws and regulations.
- Assists in interpretation and implementation of policies and regulations related to food service operations.
- Develops educational materials and conducts instruction in nutrition for food managers and students.

Management - Initiates practices and procedures designed to maintain an effective Food Service Program for the Parish.

- Supervises the purchase of food and supplies as well as the allocation and use of USDA commodities.
- Develops an administrative budget for the total program as well as individual budgets for school food service units.
- Develops specifications for food service equipment; determines equipment needs and recommends purchase based on budgetary limitations.
- Initiates and supervises procedures for inventory control at all local units.

Student Services - Initiates practices and procedures designed to promote the success and well-being of students.

- Develops educational materials to inform students about nutrition.
- Evaluates and develops food service operations designed to meet the special needs of students.
- Offers wholesome, well-balanced series of lunches in a clean, attractive environment.

School/Community Relations - Initiates practices and procedures which insure effective community relations.

- Interprets school food service objectives to principals, teachers, students, parents and the media, as well as the citizens of the community.
- Instructs individuals and groups in the principles of good nutrition as applied to food selection.
- Provides an open-door policy which allows for suggestions and disagreements.
- Oversees the allocation of free and reduced-priced meals according to a fair and equitable procedure.
- Provides the highest quality Food Service Program available within the realm of the resources available.
- Works to achieve maximum support and understanding for the public schools.

Professional Development - Plans for professional self development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Assistant Superintendent

Supervises: All food services managers

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee