



Food Service Director

Reports To: Superintendent

SUMMARY

The Food Service Director is responsible for supervising the performance of food service personnel, providing support to the food service program throughout the district with specific responsibilities for directing activities and personnel at multiple sites to perform their functions in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of product; maximizing resources and minimizing production costs; and complying with all regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates with internal and external personnel (e.g. administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Completes various reports (e.g. monthly USDA and fresh fruit and vegetable claim reimbursement, inventories, cash in lieu of commodities, all state and federal reports, etc.) for the purpose of ensuring departments' needs are met and all reports are submitted accurately and in a timely manner.
- Directs department (e.g. operations, maintenance of services, implementation of new programs and/or processes, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Assists with the wellness committee meetings for the purpose of maintaining a compliant wellness policy.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates food (e.g. flavor, appearance, temperature, etc.) for the purpose of presenting items that will be accepted by students and staff.
- Maintains facilities in a sanitary condition (e.g. equipment; food prep, serving, and storage areas; materials, etc.) for the purpose of complying with current health standards.
- Manages site operations (e.g. supervise personnel, staff assignments, create menus, monitor meal accounts and expenditures and kitchen equipment, evaluate new products and/or menus,

etc.) for the purpose of ensuring safe, efficient, and sanitary food services at the assigned sites in compliance with standard practices and mandated nutritional requirements and health standards.

- Monitors information (e.g. budget allocations, expenditures, fund balances and related financial activities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Orders items (e.g. food, equipment, supplies, etc.) for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees the transport and delivery of hot and cold food items for the purpose of ensuring availability of food items in accordance with site requirements.
- Participates in a variety of meetings (e.g. department, in-service, workshops, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares, maintains, and participates in districts and state audits for the purpose of providing needed information and assisting in the process.
- Procures and processes purchase orders for equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of providing information, recommending purchases and contracts, and maintaining district-wide services.
- Trains assigned staff (e.g. food preparation, health standards, sanitation, methods, etc.) for the purpose of addressing nutritional service requirements in compliance with established guidelines.
- Visits sites consistently during service hours to observe and collect data on food service program.
- May be asked to help cook food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree with academic major in nutrition area, or equivalent educational experience; OR
- Bachelor's degree in any academic major and 1 year of relevant school nutrition program experience; OR
- Associate's degree or equivalent educational experience with academic major in nutrition area and at least 1 year of relevant school nutrition program experience; OR
- High School diploma (or GED) and at least 3 years of relevant school nutrition program experience.

Interpersonal Skills: Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner as well as establish and maintain effective relationships.

Language Skills: Ability to respond to common inquiries or complaints from parents, patrons, or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.

Computer Skills: Proficient in the use of MS Word, MS Excel, email, other software programs and standard office equipment.

Knowledge: Must be able to perform basic math, including calculations using fractions, percent's, and/or ratios; review and interpret highly technical information. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes policies, and/or regulations; personnel processes; standard business practices; program planning and development; and concepts of quantity cooking and nutritional analysis.

Other Skills and Abilities: Ability to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups and work with similar types of data. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Certificates, Licenses, Registrations: Must have a valid Driver's License and a clear driving record. Must agree to a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is generally performed in the food preparation areas or office areas. This position also requires travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, sitting, pushing and/or pulling.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. The District may add to, modify, or delete any aspect of this job at any time as it deems advisable.