

**POSITION TITLE: SCHOOL FOOD SERVICE DIRECTOR**

**TERMS OF EMPLOYMENT: 240 Days/Board Approved Certified Salary Schedule  
(Central Office Administrator)**

**BASIC FUNCTION: Oversee the functioning of a districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement and record-keeping; select, supervise and evaluate the performance of assigned personnel.**

**IMMEDIATE SUPERVISOR: Superintendent (or designee)**

**EDUCATION AND EXPERIENCE:**

Effective July 1, 2015, a School Food Service Director II must meet the following minimum education standards:

- Bachelor's degree, or equivalent education experience, with academic majors in specific areas\*; OR
- Bachelor's degree in any academic major; and state recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; OR
- Associate's degree or equivalent educational experience, with academic major in specific areas,\* and at least two years of relevant school nutrition programs experience.

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

**REPRESENTATIVE DUTIES:**

General Management

- Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.

- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
- Perform related duties as assigned.

#### Customer Service

- Establish quality standards for the presentation and service of food.
- Implements a districtwide customer service driven policy that focuses on value and satisfaction.

#### Sanitation, Food Safety, and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrates employee safety regulations into all phases of the school foodservice program.

#### Financial Management and Recordkeeping

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.

#### Food Production, Nutrition and Menu Planning

- Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.

#### Procurement

- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules and regulations related to food service.
- Quantity food merchandising.

- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

**ABILITY TO:**

- Plan, coordinate and manage a district food service program.
- Assure compliance with district, state and federal requirements relating to food service.
- Coordinate and supervise master menu planning.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedule and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

**ADDITIONAL REQUIREMENTS:** Oversee implementation of the 21st Century Grants and day-to-day operations of the Auditorium/Natatorium Complex.

**LICENSES AND OTHER REQUIREMENTS:**

As prescribed in 702 KAR 6:045, the employee must complete the training course for certification of beginning school food service personnel. Pursuant to 7 CFR parts 210 and 235, at least 8 hours of food safety training is required within 30 days of the employee's start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually.

Follow all Board policies and perform other job related duties as requested by the Superintendent and/or designee.

Demonstrates loyalty and dedication to the purposes and goals of Russell County Public Schools.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification and is for compliance with the American with Disabilities Act (A.D.A). They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor. The Russell County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.

EVALUATION: Job performance will be evaluated in accordance with provisions of the certified evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description.

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Employee signature

Date

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Supervisor Signature

Date