



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Director of Food Service	Department / Building: Food Service / District Office
Reports To: Director of Business Services	FLSA Status: Exempt
Grade / Subgrade: Director	Bargaining / Work Unit: Non-Affiliated
Duty Year: 260 days	Position Last Updated: 03-18-2024

SECTION II: JOB SUMMARY

Responsible for the coordination of all Child School Nutrition programs and services for the school district with oversight of personnel, menu planning, food production, purchasing, and budget development. Ensures high quality nutritious meals for all students and customers while operating in compliance with applicable laws.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Costing and Planning of Menus and Orders
Percent of Time	60%	

Tasks involved in fulfilling above duty/responsibility:

- Plans and costs district-wide menus to include Elementary, Secondary, Alternative Sites, Catering, and contract programs.
- Prepares all district bids and/or quotes and specifications for food and non-food Child Nutrition Program food, equipment, supplies, and services provided by vendors. Manages USDA commodity ordering.
- Meets with and coordinates all ordering and distribution functions with district food, supply, and equipment vendors.



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- Conducts menu planning for district-wide food service programs.
- Supports director of business services in program budgeting by providing accurate forecasting for food, milk, and bread.
- Monitors budget and establishes short and long-term program goals for food service.
- Solicits customer feedback regarding all levels of meal service.
- Writes grants for summer food and other food service programs.
- Oversees administration of summer food service for community and school district programs. Assists with strategic and operational planning.
- Follows all safety and sanitation procedures, governmental regulations, and district policies and operating procedures.

Duty/Responsibility #	2	Statement of duty/responsibility: Operations and Compliance
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Develops effective marketing, merchandising, and promotional programs impacting all district food service operations.
- Assists in developing and maintaining Child Nutrition standards and policy.
- Maintains active knowledge of governmental regulations affecting Child Nutrition Programs.
- Works with school administrators, students, parents, and the community as a resource for district nutrition issues and education programs.
- Maintains district nutritional analysis program.
- Assists in planning the use of space and equipment. Determines needs for current and future programs.
- Oversees Point of Sales meal counting, claiming system, and cash monitoring systems at each kitchen site.
- Oversees the application and processing of free and reduced meal applications.
- Monitors department operations to assure compliance with department procedures, local, state, and/or federal laws and rules or regulations pertaining to food production or food operations.
- Coordinates the submission of required reporting by the District, state and/or federal agencies.

Duty/Responsibility #	3	Statement of duty/responsibility: Staff Management and Special Projects
Percent of Time	15%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises food service coordinator in the planning, selection, and development of menu items,



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training of culinary skills to kitchen staff, and the implementation of marketing and merchandising plans.

- Supervises kitchen staff in all operational functions including, but not limited to meal preparation, food production, distribution, inventory control, equipment maintenance, food safety, employee relations, and training.
- Interviews, selects, and provides training (per USDA regulations) of new employees; makes recommendations concerning staffing, and disciplines assigned staff according to district policies and procedures.
- Completes evaluations of food service kitchen managers and is responsible for the evaluation system of the entire department.
- Encourages and represents a positive relationship between the school district and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents, and customers.
- Maintains confidentiality of all Child Nutrition Program information.
- Attends meetings, workshops, and training sessions as directed by supervisor.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, parents, students, and the School Board.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Ability to demonstrate a positive attitude and dependability.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the school lunch program.
- Knowledge and ability to maintain a good working knowledge of the site, area(s), and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and guests.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.



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- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.
- Bachelor's degree in nutrition or other applicable content area preferred.
- Certified Food Service Manager or SNA Level 3 certification preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years of experience working in the food service industry is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = Never / O = Occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 15 pounds (including overhead)	C Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds (not including overhead)	F Toxic chemicals	O



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Sitting	F	Up to 50 pounds (not including overhead)	O	Moving parts	F
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	F	Up to 100 pounds	N	Explosives	N
Hearing	C	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	F	Sight	
Stretching/reaching with hands and arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	O
Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.