

## **DIRECTOR OF FOOD SERVICES**

### **DEFINITION**

The Director of Food Services is directly responsible to the Assistant Superintendent of Business Services and plans, organizes, controls and directs the operations and activities of the Food Services program; directs the compilation and reporting of all necessary reports to the State and Federal governments; prepares financial, budget and program compliance reports to management and the Board of Education and is responsible for food program adherence to all applicable regulations; coordinates department activities with other District functions; locates and allocates resources.

### **QUALIFICATIONS:**

Experience and Education: Bachelor's degree, or equivalent educational experience, with an academic major in specific areas of concentration such as Foods and Nutrition, Food Service Management, Nutrition Education, Culinary Arts, Business or other related field, as well as at least 5 years of experience in management of school nutrition programs. Registered Dietician with the American Dietetic Association preferred. School Nutrition Specialist required.

Other: A valid California driver's license. A valid ServSafe Certification.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct the operations and activities of the Food Services Department and school cafeterias including policy and procedure development, nutrition, sanitation, purchasing, safety, meal service and accounting functions
- Direct and supervise the administration of the National School Lunch Program, School Breakfast Program, Summer Food Service Program, Child and Adult Care Food Program and a la carte food service following established procedures, practices and methods to assure adherence to local, state and federal laws, regulations and policies. Oversee the preparation and timely distribution of required state and federal reports to assure that compliance standards are maintained.
- Direct and supervise menu planning and food production, distribution and serving to assure food quality and sanitation, nutritional value and attractiveness of each food group served
- Develop and implement policies and operational procedures that are designed to ensure a cost effective and efficient program by keeping abreast of new trends in technology, nutrition, marketing and legislation
- Develop, promote and maintain high standards of food preparation, quality and customer service with emphasis on customer appeal, customer service, food safety, nutrition standards, meal program requirements and financial position
- Establish, monitor and evaluate standards for quality control, cleanliness and sanitation by periodically and regularly inspecting kitchens
- Direct and evaluate the purchase, receipt, storage and distribution of perishable and nonperishable food and nonfood items, supplies, materials, commodities and equipment
- Develop and monitor formal bid procedures
- Plan and develop a preventive maintenance program for facilities and equipment
- Review, monitor and evaluate the performance of Food Services personnel and supervisors following District discipline policies and procedures. Actively participate in the recruitment and selection of Food Services personnel. Establish and monitor employee work schedules. Plan, organize and conduct personnel in-service and training programs.
- Serve as a resource to District personnel and the educational community concerning nutrition education and student dietary needs
- Plan, organize and implement long and short term programs, policies, procedures, administrative regulations and activities designed to enhance student programs and services
- Manage semi-annual, annual and multi-year Child Nutrition audits initiated by local, state and federal agencies including serving as lead point of contact with visiting officials, and assuming ownership of the Food Services program
- Organize, prepare and distribute program information to parents via District website, parent teacher organizations, newsletters, school assemblies and other communicative materials. Work closely with District Communications Department.
- Direct the distribution, collection, processing, verification and maintenance of free and reduced price meal applications, policies and procedures
- Evaluate and project facility and equipment needs, assist in the planning of kitchen layouts during construction and remodeling projects
- Operate a computer and assigned software programs. Recommend Food Services software programs in cooperation with the District Technology department and applicable vendors
- Participate in budget planning, development, implementation and maintenance of inventory and expenditure control procedures
- Develop, monitor and analyze financial reports and general accounting procedures

- Participate in workshops, in-service trainings, seminars and conferences
- Represent the District and the Food Services program at a variety of meetings, seminars and conferences
- Perform related duties as assigned

**KNOWLEDGE:**

- Methods and practices of a large-scale food operation
- Health code regulations, work safety, HACCP and sanitation principles
- Equipment utilization, maintenance and repair
- State and federal laws and regulations governing child and adult nutrition programs
- Eligibility and verification procedures for the state and federal funded free and reduced price meal program
- Food products, commodities, processing and food preparation methods
- Principles of good nutrition and their application to school food service
- Food cost accounting techniques, storage, and inventory practices
- Principles and practices of supervision and training
- Oral and written communication skills
- Report writing, correct English usage, grammar, spelling, punctuation and vocabulary

**ABILITIES AND SKILLS:**

- Plan, organize, control and direct the Food Services Department
- Supervise the performance of assigned personnel
- Write and speak effectively
- Interpret, apply and explain rules, regulations, policies and procedures
- Keep accurate financial records and prepare reports
- Estimate purchasing needs of large and small equipment and utensils and set up specifications
- Prepare comprehensive narrative and statistical records and reports
- Understand and implement oral and written instructions
- Establish and maintain cooperative working relations with all co-workers
- Operate a computer and other modern office equipment
- Maintain consistent, punctual and regular attendance
- Maintain a pleasant appearance and demeanor
- Maintain a self-supporting department that does not encroach on the General Fund

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: the ability to transport or move objects weighing up to 50 pounds; occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts often with fine print; operate tools and office equipment requiring repetitive hand movement and fine coordination; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- Employees in this position will be required to work indoors in a standard office environment, cafeteria and/or commercial kitchen work environment and come in direct contact with district staff and the public
- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants
- Temperature extremes: spending time in refrigerators and walk-in freezers, exposure to heat from ovens and very hot foods
- Working around knives and other sharp objects or equipment
- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate