

**SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION**

Food Service Director

QUALIFICATIONS:

- (A) A bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR
- (B) A bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, *and* a State-recognized certificate for school nutrition directors; OR
- (C) An associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field *and* at least one year of relevant school nutrition program experience; OR
- (D) A high school diploma or equivalency (such as the general educational development diploma), *and* at least three years of relevant school nutrition program experience.
- (E) Additional requirement for new directors only: At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's start date.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of Federal regulations, state statues, local law, and district policies as they relate to school food service. Extensive knowledge of USDA regulations regarding the Free and Reduced-Price Application process, nutritional requirements of school meals, and financial planning. Ability to oversee purchasing, records retention, and property control. Knowledge of financial management techniques and modern food service management principles. Ability to plan and manage a variety of functions. Ability to work with various groups and provide leadership to food service personnel. Ability to use computers. Knowledge of equipment used in school food service. Knowledge of food protection and food safety principles and practices.

REPORTS TO: SUPERINTENDENT

JOB GOAL

To provide leadership for food service staff, to provide a nutritious food service program for students, and to provide nutrition and food safety information to food service staff.

PERFORMANCE RESPONSIBILITIES:

1. Attend School Board meetings as requested by Superintendent.
2. Direct and coordinate all activities necessary for implementation, operation, evaluation, and improvement of the District's school food service program.
3. Communicate effectively with the public, co-workers, school personnel, parents, students, and administrators.
4. Develop and administer policies, procedures, and guidelines consistent with district, state, federal regulations, and established plans.
5. Organize and implement a program for the selection, purchase, storage, and inventory control of food and supplies for operations within the food service program.
6. Initiate financial policies and procedures necessary for proper fiscal control and operation of the food service program.
7. Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, to evaluate the cost effectiveness of each program.

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8. Develop, plan, and evaluate menus based on recommended nutritional requirements and budgeted resources and ensure efficient use of commodities.
9. Administer and comply with rules pertaining to the USDA donated foods program.
10. Administer and comply with rules pertaining to the National School Lunch Program, the School Breakfast Program, and the Summer Food Service Program for children.
11. Establish staffing formulas, determine labor allocations, and assist food service manager in the staffing, selection, and evaluation of food service personnel.
12. Monitor staffing and meals per labor hour at each site.
13. Plan, implement, and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, state, and local policies.
14. Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome, and safe food that meets state and local health department standards.
15. Establish safe working conditions, equipment, and practices for all food service personnel.
16. Ensure clean and properly equipped work and storage areas that meet state and local health department standards.
17. Prepare required district, state, and federal reports.
18. Plan, promote, and organize training programs for personnel at all levels in the food service program.
19. Participate in workshops and training sessions as required.
20. Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school and the superintendent of applicable findings.
21. Consult with school principals and administrators on matters concerning their support for an effective food service operation.
22. Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
23. Interpret the food service program goals and activities for the public.
24. Inform Superintendent of potential problems and unusual events.
25. Demonstrate initiative in the performance of assigned responsibilities.
26. Model and maintain high ethical standards.
27. Follow attendance, punctuality, and proper dress guidelines.
28. Respond to inquiries and concerns in a timely manner.
29. Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
30. Interpret federal and state regulations to ensure district compliance and accountability.
31. Demonstrate support for the District and its goals and priorities.
32. Follow all School Board policies and school policies and procedures.
33. Establish effective relationships and coordination of departmental functions with schools, other district departments, services, and personnel.
34. Perform other incidental tasks consistent with the goals and objectives of this position.

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- 35. Maintain Level 1 Certification for food service personnel through the School Nutrition Association.
- 36. Maintain SNS credentialing through the School Nutrition Association.
- 37. Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Moderate work: exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 month personnel)

Salary shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Employee must complete annual continuing education/training as required by the Healthy, Hunger-Free Kids Act final rule dated July 1, 2015.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisors' Signature

Employee's Signature

Date

Date

May 24, 2023
FCSB Approval Date