SOUTHINGTON Public Schools

JOB DESCRIPTION

JOB TITLE: **FOOD SERVICE DIRECTOR**

QUALIFICATIONS:

1. Education and certification as outlined within the USDA Professional Standards Summary of Hiring Requirements for School Nutrition Program Directors.
2. A minimum of 3-years' experience in school or other quantity food service management. Emphasis on nutrition, institutional management, and quantity food production.
3. A minimum of 3-years' experience in basic business practices including financial statements and personnel management.
4. Knowledge of food safety and sanitation procedures including hazard analysis and critical control point principals.
5. Maintain a valid Qualified Food Manager Certificate.
6. Understand basic accounting procedures.
7. Computer literacy is imperative. Experience with food service operations, Microsoft Office, Internet and E-mail essential.
8. Facilitates cooperation and leadership with employees and education partners such as administrators, teachers, parents, school district committees and students.

REPORTS TO:
Director of Business and Finance

SUPERVISES:
The district's food service programs, personnel, and activities.

JOB GOAL:
The Director of Food Service is responsible for administration of the district's food service program in accordance with Federal and State requirements and the Southington Board of Education Policies.

PERFORMANCE RESPONSIBILITIES:

1. Develop and maintain the food service program in accordance with state and federal guidelines.
2. Maintain integrity and accountability of the Child Nutrition Program through compliance with all federal, state, and local regulations.
3. Develop and maintain high standards of food preparation, meal service, sanitation and safety with emphasis on menu appeal and nutritional value.
4. Operate a financial management system that provides a cost-effective program.
5. Maintain a purchasing system consistent with USDA, state, and local purchasing guidelines.
6. Provide an environment that protects the health of the school district's students and staff through high levels of sanitation standards.

7. Work with Nursing Supervisor and parents to implement district's Food Allergy Policy and glycogen storage plan modified meals for students with special dietary needs.
8. Hire, supervise, evaluate, and discipline, up to and including termination, food service staff members.
9. Provide professional training including, but not limited to, food preparation, portion control, meal requirements, and accountability, use of equipment, product storage, and Hazard Analysis and Critical Control Point procedures. (HACCP)
10. Responsible for the maintenance all food service equipment.
11. Responsible for maintaining inventories in clean and temperature appropriate storage spaces.
12. Determine prices based on criteria that recovers costs and promotes affordable and healthy choices.
13. Recommend reimbursable meal prices to the Board of Education of approval, following paid lunch equity guidance from the state.
14. Act as the district educator and contact person in regard to healthy food certification.
15. Responsible for preparation and administration of the Food Service annual budget.
16. Oversee the district's free and reduced-price meals program in accordance with federal guidelines.

TERMS OF EMPLOYMENT:
The school calendar, plus ten days before, and nine days after the school calendar. Working conditions established by the Board of Education.

EVALUATION:
Performance of the job will be evaluated annually by the Director of Business and Finance.