

FOOD SERVICE DIRECTOR

Purpose Statement

The job of Food Service Director was established for the purpose/s of supervising the performance of food service personnel; providing support to the food service activities throughout the district with specific responsibilities for directing activities and personnel at multiple sites to perform their functions in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

This job reports to Business Manager

Essential Functions

- Composes a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Coordinates with district personnel for the purpose of implementing and maintaining services and district programs.
- Implements assigned programs and/or projects for the purpose of conforming to administrative, state, and/or federal requirements.
- Implements district-wide menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Maintains a district purchasing program and participates in grant programs (e.g. food, commodities, supplies, equipment, etc) for the purpose of ensuring an adequate inventory for the district food service program and within each building.
- Manages multiple site operations (e.g. staffing, inspecting, monitoring budgets, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service fund balances and related financial activities for the purpose of ensuring that allocations are accurate, related revenues are generated, the food service program operates within budget guidelines, and fiscal practices are followed.
- Participates in staff meetings, in-service training, workshops, seminars, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Plans and analyzes menus for the purpose of ensuring that all nutritional and meal patterns comply with mandated health requirements.
- Procures equipment and supplies for the purpose of maintaining an adequate inventory for providing nutritional services efficiently and within established budget guidelines at assigned site.
- Recommends policies, procedures, and actions for the purpose of providing direction to food service staff members, and to meet the district's goals and objectives for the food service program.
- Supervises district food service personnel (e.g. hires, orients, trains, schedules, evaluates, terminates, advises/consults, etc.) for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring adherence to health, safety and nutritional standards of food service operations.

Other Functions

- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; performing accounting procedures; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; safety practices and procedures; supervisory experience; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; maintaining confidentiality; meeting deadlines and schedules; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Related experience, with increasing levels of responsibility desired.

Education Minimum of high school diploma or GED with 3 years related experience, or a combination of experience and education levels as per USDA program director hiring requirements (see following page from USDA)

Required Testing

None Specified

Continuing Educ. / Training

Continued Professional Growth

Certificates & Licenses

ServSafe; Food Handler; Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

Approval Date

7/10/2009; updated 4/25/2023

Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the education requirements below. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ 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 1 year of relevant food service experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas, ¹ and at least 1 year of relevant food service experience; OR High school diploma (or GED) and 3 years of relevant food service experience. ^{2,3}	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ 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 2 years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas, ¹ and at least 2 years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ 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 5 years experience in management of school nutrition programs.
Minimum Prior Training Standards	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 starting date.		

¹ Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Consult your State agency for more information about equivalent educational experience.

² For LEAs with fewer than 500 students, and at the State agency's discretion, the SFA can be approved to hire a school nutrition program director who has less than the required years of food service experience, provided the applicant has the minimum education specified in the hiring standards for LEAs with 2,499 students or fewer.

³ At the discretion of the State agency, and on an individual basis, the SFA can hire a new director with documented volunteer or unpaid relevant food service experience.

Hiring Standards for New State Directors

	State Director of School Nutrition Programs	State Director of Distributing Agencies
Education	Bachelor's degree in a related field; ¹ OR Master's or doctorate degree in one of the specified fields ¹ regardless as to field of the bachelor's degree.	Bachelor's degree with any major.
Knowledge & Experience	Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.	
Skills & Abilities	Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.	

¹ Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. State agencies with questions should contact the appropriate FNS Regional Office.