Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Food Service Director

Reports To: Business Administrator

Qualifications:

A. Education

An Associate's degree or equivalent educational experience, with an academic major of food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field. A Bachelor's Degree in food and nutrition or related field is preferred.

B. Experience

1. Minimum of five years' experience in food services operations and management. At least three years managing food service operations in a large school district as a manager or director or equivalent position.
2. Demonstrated ability to develop department plans, budgets, requests for proposals and presenting this information to the leadership of the organization and the public.
3. Operating knowledge of software programs used in food service operations and management tools.

C. Other Considerations and Requirements

- Maintains reliable transportation.
- Ability to travel to conferences, training and other districts as required.
- Effective written and verbal communications skills.
- Ability to work in a fast-paced, dynamic organization.
- Ability to work effectively with administration and staff.

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

SUPERVISES:

1. Food Service Managers
2. Food Service Assistants

JOB GOAL:

To fully develop the Food Service program for the district in a way that encourages staff and students to participate in the program and also meet the district's wellness goals. To manage a Food Service program that is in compliance with state and federal guidelines and operates in a cost effective manner.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

PERFORMANCE RESPONSIBILITIES:

A. Essential Responsibilities

1. Prepares and administers the department plan and budget.
2. Establishes pricing for all food and beverage items available for purchase.
3. Reviews recommendations from vendors for new products, equipment and best pricing, and determines action to be taken.
4. Verifies free and reduced lunch applications and files federal report.
5. Oversees the daily administration of personnel policies and evaluation of food service staff.
6. Manages the Point of Sale Program and the nutritional analysis programs. Manages the daily exchange of data from schools, collection of nutrient data on all food items, maintenance of the Menu Calendar Systems.
7. Prepares federal, state and district monthly reports.
8. Records and processes all revenue, purchase orders and invoices.
9. Ensures that all cafeteria operations are consistent with state and federal regulations.
10. Applies for government surplus food for school cafeteria use and directs its distribution.

B. Other Responsibilities

1. Prepares food service parent information packet.
2. Routinely visits school cafeterias, checking that high standards of health and safety are maintained and observing possible improvements in operations.
3. Interacts with parents and students as necessary.
4. Maintains Food Service website.
5. Establishes district standards for levels of cleanliness, health, and safety.
6. Other tasks assigned by district administration.

TERMS OF EMPLOYMENT:

Days contracted as per Letter of Agreement

EVALUATION:

In accordance with district procedures

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.