
FOOD SERVICE DIRECTOR

Job Title: Food Service Director

Qualifications: High School Diploma or Equivalent is required. Specialized training in food service management is desirable. The lead worker in each school is required to complete a Department of Public Instruction approved Sanitation and Safety course. Experience in quantity food production/service and personnel supervision is desired.

The food service director must possess the following:

- a. Skill in motivating and supervising food service personnel.
- b. General knowledge and understanding of nutrition.
- c. Ability to interpret and nutrient analysis spreadsheet of school meals.
- d. Knowledge of food service program requirements.
- e. Basic computer skills.
- f. Ability to maintain records and complete as required, including web-based reporting.
- g. Written and oral communication skills.
- h. Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- i. An understanding of foodservice program finances.
- j. Skill in using public relations techniques to promote the food service program to children, school personnel and public.
- k. Ability to interact positively with children, other school personnel and the public.

Reports To: Superintendent of School or designee

Performance Responsibilities:

Manages the food service program in a single site or multiple-site program according to policies and procedures, and federal/state requirements. Provides leadership, support and guidance to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met. Maintains records of income and expenditures, food, supplies, personnel and equipment.

1. Supervises, coordinates and evaluates work of all food service employees in preparing and serving food, and cleaning facilities and utensils in a production kitchen.
2. Conducts planning and budgeting.
3. Manages a cost-effective program.
4. Forecasts and plans the purchase of food, supplies and equipment.
5. Oversees and/or participates in menu planning.
6. Responds to customer preferences and industry trends to plan menus that encourage participation in the lunch program.
7. Maintains required records including food production, inventory, income/expense, meal counts and personnel records.
8. Ensures that established sanitation and safety standards are maintained.
9. Oversees and participates in the preparation and serving of food.
10. Interacts with students, other personnel and the public.
11. Other duties as assigned

Legal and Ethical Duties:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students
3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrate loyalty, dependability, integrity, and other ethical standards
6. Follows the chain of command for various administrative procedures and student or program concerns

Terms of Employment: Length of contract, salary, and benefits shall be determined by the Board of Directors upon recommendation of the Superintendent of Schools

Evaluation: This will occur once at the end of the probationary period, thereafter, annually by the Superintendent of Schools or designee

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.