

POSITION DESCRIPTION AND OPERATIONAL PARAMETERS

Position: **Director of Food Service**

Supervisor: Superintendent

Qualifications: Bachelor's Degree preferred, with emphasis in business, food service operations, or dietetics.

- Knowledge and proficiency (previous experience) in the following areas are preferred.
 - Supervision of personnel.
 - Food service supervision.
 - Safety training.
 - Management.
 - Inventory control.
 - Purchasing.
 - Record keeping.
 - Nutritional analysis.
 - Budgeting.
- Knowledge of or willing to learn federal program requirements as well as safety standards, laws, codes, regulations, policies, and procedures relating to nutritional services.
- Ability to establish cooperative relations with food service staff, other district staff members, administrators, students, and patrons.
- Effective oral and written communication skills.
- Prompt in job-related functions and in work schedule.
- Effective organizational and problem-solving skills.
- Adherence to ethical work habits.
- Other, as deemed appropriate and necessary by the superintendent.

Job Functions:

- Understand and enforce all guidelines set forth in the Staff Handbook.
- Establish breakfast and lunch menus within nutritional guidelines.
- Assign duties to food service personnel.
- Contact vendors for food service supplies and small equipment.
- Collect reports and data appropriate for state and federal food programs.
- Collaborate with administration in the process of employment of nutrition department personnel (i.e., posting and advertising open positions, arranging interviews with interview teams, making recommendations for employment, etc.).
- Establish employee performance standards.
- Conduct evaluations of nutrition department personnel in accordance with the staff handbook and district policies.
- Provide pertinent in-service training for nutrition service personnel.
- Make recommendations regarding procurement of additional or replacement equipment.
- Assist in developing the annual nutrition services budget.

- Maintain open, continuing communication with the superintendent regarding nutrition department information (personnel situations, safety practices, equipment needs, in-service opportunities for self and staff, improvement suggestions, and more).
- Assume such other related duties as may be assigned by the superintendent.

Professional Development/Training: The director is expected to be current with all state and federal regulations. The director will attend meetings/trainings as required to maintain knowledge of and compliance with all local, state and federal food service regulations.

Physical Requirements/Environmental Conditions:

- Requires prolonged sitting and/or standing.
- Requires bending, carrying and lifting 20 to 50 pounds occasionally, and/or 10 to 25 frequently, and/or greater than negligible up to 10 pounds of force constantly, bending, and carrying.