

FOOD SERVICE DIRECTOR

QUALIFICATIONS:

1. Bachelor's Degree or equivalent educational experience, with academic major or concentration in Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business or a related field.
2. Must be certified in all Food Service Areas: School Nutrition Specialist, Level 4 Certified in School Food Service and Food Safety Manager Certificate. Member of School Nutrition Association.
3. Previous experience in Food Service required.
4. Must be able to supervise employees, fill out reports and communicate with the public.

REPORTS TO: Business Manager

SUPERVISES: All Food Service Employees

JOB GOALS: To ensure the smooth, efficient and financially sound operation of the Food Service Department for the ultimate health, comfort and benefit of the students and staff.

PREFORMANCE RESPONSIBILITY:

- Assist in the preparation and administration of the Food Service budget, standardizes accounting procedures with the Business Manager.
- Practices established Budget controls relevant to Program and Financial Management.
- Sets the standard for Professionalism, positive attitude, promotes teamwork, effective communication and Positive Public Relations among all District Food Service Staff.
- Maintains an inventory of all foods, supplies, and equipment.
- Recommends prices charged for various types of Meals, Ala' Carte and Vending.

- Plans the preparation and serving of menus on a monthly basis.
- Publishes the menus on the District Website on a monthly basis.
- Maintains the Food Service Software program including menus, ingredients, recipes, costing and production records.
- Provides technical assistance and suggestions for the preparation and serving of Meals.
- Inspects school lunch facilities and operations to ensure standards of cleanliness, health and safety are being maintained and recommends improvements.
- Evaluates and makes recommendations for Facilities and Equipment Planning and replacement.
- Interviews, screens and recommends appointment of all Food Service Personnel. Evaluates performance; instructs, guides, advises and disciplines according to policy.
- Provides yearly and ongoing Staff Training.
- Approves all Food Service Personnel timecards.
- Reviews bills, PO's, invoices, etc. for accuracy.
- Completes all Federal and State Contracts for subsidies. NSLP, SBP, SFSP, WSDMP.
- Responsible for completing Direct Diversion of USDA foods.
- Completes Monthly Reimbursement Claims, Annual Food Service Claim, BIDS, Contracts with distributors, and others as directed.
- Maintains Food Service Certificates such as School Nutrition Specialist, Level 4 Certification in School Food Service, and Certified Food Safety Manager. Annual training requirement of at least 12 hours.
- Monitors all Schools performance in Food Production, Serving of Food, Cashier/Point of Service, Purchasing/Procurement, Receiving/storage, Food

Safety, Free/Reduced Meal Benefits, Communications and Marketing. Assures confidentiality in all matters.

- Performs other tasks and assumes other responsibilities within the overall scope of the position which the Business Manager may assign.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.