JOB DESCRIPTION

DIRECTOR OF FOOD SERVICE

JOB TITLE: Director of Food Service          WAGE/HOUR STATUS: Exempt
REPORTS TO: Chief Financial Officer        TERMS: 226 Days
DEPARTMENT: Food Service                    PAY GRADE: Administrative 3

PRIMARY PURPOSE:

Direct and manage the food service program and supervise food service operations in district facilities; plan and implement programs that fulfill regulatory requirements, meet the nutritional requirements for students, promote the development of sound nutritional practices, and maintain a safe and sanitary environment.

QUALIFICATIONS:

   Education:

   Bachelor’s degree in business, nutrition, dietetics, and any other related field

   Experience:

   Three years experience in food service management

MAJOR RESPONSIBILITIES AND DUTIES:

1. Contribute to the recommendation of sound policies directed toward program improvement

2. Prepare, review, and revise job descriptions in food service department

3. Develop training options and/or improvement plans to ensure the best operation in the area of food service

4. Evaluate job performance of employees to ensure effectiveness

5. Make sound recommendations relative to personnel placement, transfer, retention and dismissal

6. Direct and manage the district’s food service programs
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

7. Ensure that programs are cost effective and funds are managed prudently

8. Compile budgets and cost estimates based upon documented program needs

9. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy in the area of food service

10. Compile and file all reports, records, and other documents required

11. Maintain records according to USDA and TDA guidelines

12. Assist with the development of a cost-effective and efficient system for procurement of all food and nonfood materials meeting federal procurement and TDA standards

13. Establish and direct the process for free and reduced lunch applications following USDA and TDA guidelines regarding eligibility and reimbursement of federal funds

14. Ensure that security measures are taken to protect food, supplies and equipment in school cafeterias, lunchrooms and warehouses

15. Direct the training of management staff

16. Direct the planning and implementation of nutrition education programs

17. Comply with district policies, as well as state and federal laws and regulations

18. Adhere to the district’s safety policies and procedures

19. Maintain confidentiality in the conduct of district business

20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

21. Demonstrate regular and prompt attendance

22. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees as required
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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________ ____________________________

Signature: ____________________________ Date: ____________________________

ESTABLISHED/REVISED: Jan., 2019