

DIRECTOR OF FOOD SERVICES JOB DESCRIPTION

Summary of Work:

Administers the foodservice program in a multiple-site program according to policies and procedures, and federal/state requirements. Supervises and trains foodservice personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value. Maintains high standards of sanitation and safety. Maintains food, supplies, personnel and equipment. Facilitates cooperation with education partners such as administrators, teachers, parents and students.

Principle Tasks:

- Plans and analyzes menus for all schools in the corporation to ensure that USDA Meal Pattern and nutritional requirements are met.
- Plans menu adaptations for children with special needs.
- Maintains a purchasing system consistent with USDA and state purchasing guidelines.
- Enforces federal and state regulations regarding nutritional standards.
- Works with the treasurer on the free and reduced price meals program according to federal regulations.
- Prepares end of month report for the treasurer.
- Prepares payroll report for payroll assistant.
- Maintains an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel.
- Coordinates all equipment maintenance and building repairs with the appropriate school personnel or a private service provider.
- Ensure that established sanitation and safety standards are maintained.
- Supervise food service personnel periodically at each site.
- Follows Wellness Policy as approved by school board.

Education requirements:

- High school diploma or equivalent.
- Has been Serve Safe Certified.

Experience:

- A minimum of two years successful experience as a supervisor or manager in a food service setting.
- Demonstrated ability to work as an effective team leader.
- Ability to work with other groups in the integration of nutrition into other core subject areas.

General Knowledge, Skills and Abilities:

- Skill in motivating and supervising foodservice personnel.
- Knowledge of foodservice program requirements.
- Basic computer skills.
- Ability to interpret a nutrient analysis spreadsheet.
- Ability to maintain records and complete reports, including web-based reporting.
- Written and oral communication skills.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of foodservice program finances.
- Skill in using public relations techniques to promote the foodservice program to children, school personnel and the public.

Additional Duties:

- Perform other tasks that may be assigned by the Assistant Superintendent.