

Food Services Director

- Qualifications:
- Bachelor's Degree in related field or at least 5 years' experience in a management position.
 - Working knowledge of menu planning, food purchasing, and preparation of food in food service management.
 - Proficient in the application of generally accepted accounting procedures.
 - Strong organization, communication (oral and written) and interpersonal skills.

Reports to: Business Manager

Supervises: Food Service Personnel

Job Goal: To provide each student with diverse food options that are of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring within the financial resources available.

- Essential Functions:
1. Read with comprehension, write and calculate accurately
 2. Reason and understand policies, procedures, and related job information
 3. Follow to completion verbal or demonstrated instructions
 4. Speak clearly, communicate effectively, hear and see accurately
 5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 40-60 lbs.), bending, twisting, stooping, climbing stairs and ladders
 6. Complete with accuracy eye-hand coordinated tasks
 7. Sustain and complete with accuracy assigned seated clerical tasks
 8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines

Performance Responsibilities:

1. Directs and manages the District's food services operation.
2. Develops and implements the food services budget and ensures that programs are cost effective and funds are managed properly.
3. Supervises an accounting system to record in detail all money and credit transactions for food service operations.
4. Responsible for the central purchasing and inventory of food, supplies, equipment and services.
5. Responsible for supervising and evaluating food service personnel.

6. Implements district USDA commodity program and coordinates net of invoice commodity usage.
7. Reports monthly data for state food service subsidy reimbursement.
8. Processes free/reduced lunch applications, following the USDA guidelines for meal eligibility and reimbursement of federal and state funds as well as the direct certification list.
9. Manages student lunch accounts and deposits.
10. Trains staff in food production and food safety to ensure exemplary operation in the food service area.
11. Ensures that all food service employees are adhering to kitchen safety procedures and maintenance programs.
12. Develops and maintains the food menu in accordance with USDA regulations.
13. Coordinates all school based and district wide catered events.
14. Performs other duties as assigned by the Business Manager.

Terms of Employment: Salary, length of work year and working condition to be established by the Board of Directors.

Evaluation: Performance will be evaluated in accordance with School Board Policy.

Adopted: January 2014