

## **Food Services Director Job Description**

**Purpose:** The Food Services Director supervises and coordinates food services to ensure proper nutrition and safeguard the health of students, staff, and visitors. To accomplish these tasks the Food Services Director must work closely with the staff and administration of the district.

**Responsible to:** Director of Operations, Superintendent

**Supervises:** Assigned school food services staff

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Health and Inoculation Certificate on file in the central office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations.
2. Bachelor's Degree in food service management, nutrition or a closely related field is preferred. Successful experience as a food service manager could be substituted for the degree.
3. Ability to lift 30 pounds.
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to supervise and coordinate food services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
2. Ability to ensure all activities conform to district guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.

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6. Ability to work to implement the vision and mission of the district.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, kneeling, reaching, and turning.
4. Must work in noisy and crowded environments, with numerous interruptions.
5. Must work in and around fumes and odors.

**General Responsibilities:**

1. Ability to attend job-related training classes and workshops and district inservice programs. Train and evaluate employees under his/her direct supervision.
2. Ability to be responsible for the daily operation of the kitchen, including the ordering of supplies, being involved in the daily preparation of meals, and assisting where needed.
3. Ability to practice procedures in food preparation, use and care of equipment and personal habits to be sure sanitation standards are met.
4. Ability to follow standards of safety in storing and serving food.
5. Ability to set personnel schedules and keep daily work schedules.
6. Ability to maintain a required system of accountability by managing the program in accordance with federal, state, and local requirements. Keep accurate count of all lunches, paid, free, reduced, and adult, and is responsible for accurate daily deposits.
7. Ability to keep daily menu planning book, turn in weekly and monthly reports, and an expenditure monthly inventory.
8. Ability to work with the principal in scheduling meal periods.

- 9. Ability to participate in implementing cost-containment measures while maintaining quality.
- 10. Ability to observe and follow all school district policies at all times.
- 11. Ability to respond to information requests in a cooperative, courteous, and timely manner.
- 12. Ability to implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee