

POSITION TITLE: **Director of Food Services**

REPORTS TO: Chief Operating Officer

SUPERVISES AND EVALUATES: Food Service Site Coordinators, Delivery Person, Food Service Staff

COORDINATES WITH: Central Administration, Building Principals, Director of Plant Operations, Federal, State and Local Agencies

WORK YEAR: 12 Months

The Director of Food Services is responsible for the efficiency and effectiveness of the Food Service Program. In this capacity, the Director will also serve as the lead coordinator for nutrition education in the District.

### **Primary Responsibilities**

1. Develops, maintains, and implements a Food Services Handbook detailing all rules, regulations and procedures relating to Food Services.
2. Recommends to the Chief Operating Officer appropriate staffing levels by site, and the appointment, termination, disciplinary action of food service personnel.
3. Directly supervises Site Coordinators, providing training as required.
4. Prepares written evaluations of all staff under his/her supervision documenting employee accountability with respect to rules, work quality and quantity, professional behavior, and annual goal criteria.
5. Provides in-service training as required to general staff; encourages staff development.
6. Assists as requested with respect to Food Service negotiations. Obtains information concerning salaries, benefits, food costs, etc., relating to negotiation proposals.
7. Prepares and presents to Chief Operating Officer a comprehensive annual budget, by site.
8. Develops and implements rules, regulations and procedures with respect to financial and budget management during the operating year, disseminating information appropriate district personnel.
9. Insures the integrity and efficiency of receipt/deposit system.
10. Insures that Site Coordinators receive accurate and timely updates with respect to budget status.
11. Computerizes purchasing/bidding/inventory procedures; integrates systems with budget development, implementation and management.
12. Develops and disseminates purchase procedures in compliance with Business Office Procedure Manual.
13. Maintains inventory of all capital equipment, including replacement schedule.
14. Insures compliance with USDA reporting requirements relative to all Food Service functions.

15. Prepares menus in keeping with USDA standards, utilizing commodity foods when feasible.
16. Insures financial integrity of program by site.
17. Prepares Annual Report documenting the achievement of Department goals.
18. Coordinates with Plant Operations to insure safety and health standards are in compliance with local, state and federal standards.
19. Maintains program compliance for Free and Reduced Applications maintained at individual schools. Conducts annual audit for verification of application information.
20. Insures the timely and accurate completion and filing of State/Federal reimbursement and other compliance forms.
21. Increase student participation by providing quality food and services.
22. Adjust program where feasible to meet individual building needs as determined by Building Principals.
23. Insures that all schools are provided a Breakfast Program where such a program is requested by Building Principal.
24. Attends Board Committee meetings as required.
25. Consults with architects and administrators on the design of food service facilities for new and renovated buildings.
26. Serve as a resource person for student groups and PTO activities.

Qualifications:

Bachelors Degree in Food Service Management; Nutrition; Home Economics or related field. Prior experience in food/nutrition institutional setting with minimum of two years administrative/Directory responsibility required. Experience with quantity cookery. Demonstrated knowledge of business practices, and local, state and federal statutes and reporting requirements. Excellent oral, written, and organizational skills essential. Candidate will be a team player, self-starter and results oriented. Must have personal automobile or truck available during work day. Meet the physical requirements, per the attached.

R3/13/95

Updated 7/31/06