

(SCHOOL DISTRICT)
SCHOOL DISTRICT POSITION DESCRIPTION

Position Title:	Director of Food Service
Department:	District
Reports to:	Director of Financial Services
Date:	(Date)

SUMMARY

Directs the district's food service program in conformance with local, state, and federal regulations and requirements, including public health and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

- Oversee and coordinate the daily operation of the district's food service program, including the daily cash flow.
- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- Maintain full production records on all meals.
- Provide on-the-job training to staff in areas of food production, sanitation, computerized cash registers, etc.
- Supervise, hire, evaluate, discipline and dismiss employees.
- Develop specifications, solicit competitive prices, and requisition all food, equipment and supplies for the department.
- Plan and type menus that conform to federal regulations and provide nutritional and appetizing foods utilizing USDA commodities.
- Evaluate meal costs and recommend changes as appropriate.
- Prepare annual food service budget.
- Audit and approve employee time sheets.
- Develop and prepare all reports for the Michigan Department of Education.
- Take a monthly physical inventory of all food products and supplies.
- Monitor the use of, inventory and ordering of USDA commodities.
- Process and approve all applications for free and reduced lunches and keep records current for state audits.
- Coordinate food purchases, preparation and personnel for special events.
- Order all daily and special foods from vendors.
- Process all accounts payable information weekly.
- Plan staff in-services.
- Plan and implement work schedules and recommend changes in staffing levels.
- Plan and conduct employee meetings on a regular basis.
- Promote student satisfaction by merchandising and serving meals in an attractive manner.
- Assure sanitation and safety procedures in all phases of the food service operation.
- Assess food service equipment needs.

SUPERVISORY RESPONSIBILITIES

Supervises all food service personnel in all district buildings and the delivery driver.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in food service management, nutrition, or related field.

CERTIFICATES, LICENSES, REGISTRATIONS

Registered dietitian status preferred. MSFSA organization membership and certification.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies and/or community members.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, food costs and inventory. Ability to apply concepts of basic algebra and geometry. Ability to handle all banking functions including deposits, debits, charges and bank reconciliations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Working knowledge of quantity food preparation, sanitation principals, menu planning, inventory control, record keeping, and production schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, parents, staff and/or community members. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to use computer technology for ordering, submitting information to the State of Michigan, correspondence, month-end reports and daily transactions. Must have a full knowledge of procedures and use of the computerized cash registers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally

required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Must have the ability to lift up to 40 lbs. (such as cases of food).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, and work irregular or extended hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.