

Food Service Director

Job Title: Food Service Director
Department: Food Service
Reports to: Superintendent
Classification: Exempt

Summary

The food service director is responsible for all aspects of the food service program in the district.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position must:

- Prepare menus that meet local, state and federal standards
- Hire and evaluate food service staff
- Audit and approve employee time sheets
- Order food, supplies and equipment
- Implement a food safety program that is compliant with Hazard Analysis and Critical Control Point (HACCP) standards and U.S. Department of Agriculture guidance
- Facilitate required staff training
- Assist building principals in administering the district's free and reduced lunch program
- Establish procedures for student and staff charges including limits on charges, substitute meals and collection strategies
- File all DESE Paperwork

Supervisory Duties

The Food Service Director has supervisory responsibility for all cooks, cafeteria workers and kitchen managers or head cooks

Qualifications

Education

Associates Degree + 18 hours yearly

Certificates, Licenses, Registrations

Serve Safe Certification

Skills and Abilities

Language

An individual who holds this position must have the ability to:

- Read and interpret documents such as safety rules, operation and maintenance manuals
- Write routine reports and correspondence
- Speak effectively before groups of employees
- Read and understand bid submissions, contracts and invoices and packing slips

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Computation

An individual who holds this position must have the ability to:

Apply basic algebraic and geometrical skills

Calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference and volume

Reasoning

An individual who holds this position must have the ability to:

Solve problems through the use of alternative methods or materials

Analyze situations and provide verbal and written instruction

Technology

Competence in inventory control, purchasing and budget software

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 essential functions.

Physical Demands

An individual who holds this position must have the ability to:

Regularly sit, talk and hear

Occasionally stand and walk

Use close vision

Drive between buildings

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

Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud. The employee will be regularly working under deadlines..