



JOB DESCRIPTION HEARD COUNTY SCHOOLS: Director of Food Services

FLSA: Exempt

Organize and direct the Food and Nutrition Services Program to provide quality food service in a cost-effective manner; supervise staff and manage budget effectively.

REPORTS TO: Superintendent

JOB OBJECTIVES:

1. Demonstrates prompt and regular attendance.
2. Directs functional areas, operations, and staff within Food and Nutrition Services, Maintenance, and Technology to provide meals and services to students and staff; creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
3. Supervises staff using current and widely accepted management principles to maximize human, financial and technical resources and to adhere to Federal, State, County, and Department rules, regulations and procedures related to personnel; resolves FNS Office and local school FNS performance concerns and Human Resources issues; directs FNS staff development program, including the management internship process, and training for food service assistants, cafeteria managers, and FNS administrative staff.
4. Establishes and communicates FNS policies/procedures to ensure program compliance with Board policies, County/State/Federal laws and regulations through the development and maintenance of the District FNS Manual for Cafeteria Managers; interprets State and Federal program regulations to system level administrators, FNS administrative staff, principals, and school communities; assures that FNS program meets all Federal, State, County and District regulations and policies including Administrative and HACCP standards.
5. Maintains a consistent, high quality, customer focus when conducting business and providing services to the local schools, the general public, and other external customers; interacts with all levels of Federal, State, County and local agencies in the way that promotes respect, encourages cooperation, and contributes to excellent performance; facilitates an effective system of internal and external communication.
6. Produces and administers the FNS program budget, including but not limited to, identifying revenue sources to cover program expenses, setting/monitoring local school cafeteria financial benchmarks, and regulating labor cost; maintains self-supporting status of program; controls the procurement of FNS program food, supplies, equipment and services to ensure compliance with FNS program standards, budget guidelines, and District purchasing policy.
7. Maintains the FNS program records and reports following local, State, and Federal regulations; assesses status of program implementation, documents results, and recommends changes and improvements based on research and evaluation data.
8. Oversees FNS activities in the planning, layout, design, and opening of new and renovated kitchens and cafeterias; oversees all large equipment activities including new purchases, development of equipment specifications, and utilization of surplus equipment consistent with program needs and budget constraints; formulates and analyzes data on existing kitchens to ensure effective use of District funds for facility renovation and replacement of equipment.
9. Plans and implements FNS technical automation in collaboration with District Technology Division.
10. Attends professional development programs including State and National meetings to gain knowledge beneficial to the continued process of the program and provides effective staff development to support program efforts at the implementation level; serves on State and local teams and committees.
11. Monitors the development and implementation of nutrition education materials and activities; oversees the implementation of the District Wellness Policy.
12. Performs other duties as assigned by appropriate administrator.