

DIRECTOR OF FOOD SERVICES DUTIES

The Amber-Pocasset School District's food service program will operate as an integral part of the total school program and will be governed by the same principles and types of control as any other division. The district's food services director will supervise the program.

School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet all state and federal requirements necessary for participation in state and federal programs.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

The Director of Food Services for the Amber-Pocasset Public Schools shall administer the systemwide program of food purchases, storage, distribution, preparation and service, and general supervision of all food service personnel. Specific duties are as follows:

1. Be responsible for recommending to the superintendent the hiring, termination, and transferring of food service personnel. Maintain staff relationships with school principals and other program directors.
2. Purchase all foods for all cafeterias, cleaning items, and small equipment. Recommend purchase of large equipment as needed and request replacements and repair of equipment.
3. Plan menus for all cafeterias and distribute copies to food service personnel, principals, and others as needed.
 - A. A menu cycle is to be posted in the director's office and/or kitchen. When new menu items are added, each is evaluated to determine which process is applicable and to identify the appropriate control measures and critical control points using the Process Approach charts. Once the determination is made for each menu item, the director will ensure the rest of the food service staff is aware of the menu items and applicable process and control measures by posting the process charts in the kitchen.
 - B. The menu cycle, menus, recipes, product directions, and charts are kept in a notebook in the director's office. An easily accessible copy of an explanation of the Process Approach taken from the USDA Hazard Analysis and Critical Control Points (HACCP) guidance document will also be available.
4. Keep inventories of food items, supplies, and equipment. Maintain proper files and records subject to audit by proper authorities.
5. Complete and send in all reports to the state and/or federal government as needed and **always on time**. These may be monthly or otherwise.
6. Be responsible for the receiving, storing, and distribution and accounting for all goods and commodities from the United States Department of Agriculture and other sources.

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- 7. Interview applicants for work in the cafeterias, recommend their employment, and maintain personnel records on all food service employees.
- 8. Execute board and administrative policies in the area of assignment. Recommend new policies to the principal, evaluate the effectiveness of all policies within the assigned area, and report to the superintendent.
- 9. Develop and maintain a food safety program that follows USDA guidance based on the Process Approach to HACCP. All standards are to be based on recommendations in the November 1, 2011 FDA Food Code, as amended, and as adopted by the Oklahoma State Department of Health.
 - A. Standard operating procedures (SOPs) for the school will be included in the food safety program. Food service employees will be made aware of all SOPs during initial and ongoing training after being hired and before handling food. Refresher training for employees will be provided on a quarterly basis.
 - B. SOPs will cover, but are not limited to, the following topics:
 - Facility-wide procedures:
 - Washing hands
 - Calibrating thermometers
 - Preventing cross-contamination
 - Preventing bare hand contact with ready-to-eat foods
 - Personal hygiene
 - Operating without power
 - Operating without hot water
 - Storing and using chemicals
 - Implementing an employee health policy
 - Purchasing from reputable vendors
 - Receiving deliveries
 - Storing
 - Cooking
 - Cooling
 - Reheating
 - Preparation
 - Holding
 - Transporting
 - C. The director is responsible for ensuring assigned employees are properly monitoring control measures and critical control points at the required frequency and are maintaining required records. The director is also responsible for monitoring the overall performance of SOPs. Monitoring will be a constant consideration. However, the director will use the food safety checklist to formally monitor food service employees at least once per week.
 - D. The director will be responsible for developing predetermined corrective actions for the most common deviations from control measures, including critical control points and SOPs. The director will review and update corrective actions at least annually. Corrective actions for all SOPs will be outlined in the written

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SOPs. Food service employees will be trained on a continuous basis to take corrective actions when necessary. Guidance on the most common specific corrective actions will be listed in the food safety program and will be posted in an accessible location in the kitchen.

10. Perform other duties as assigned.

REFERENCE: Section 111 of the Child Nutrition and WIC Reauthorization, P.L. 108-265