

DIRECTOR OF FOOD SERVICES**DEFINITION:**

Under the general direction of the Assistant Superintendent, Business Services, plan, organize, and direct a comprehensive food service program on a district-wide basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, and direct the food service program to provide students meals and other special nutritional services for all sites throughout the year, special functions, and non-district contract schools.
- Plan and direct food service programs in compliance with accepted economic principles and District policies; verify adherence to appropriate federal, state, and local laws and regulations; establish standards and administer the food service program in accordance with good nutritional, health, safety, and budget requirements.
- Direct and coordinate the preparation of food service menus in accordance with the National School Meal Program requirements.
- Plan and develop a program for providing school meals to fulfill nutritional and educational needs of pupils participating in the National School Breakfast/Lunch Program.
- Coordinate the preparation and dissemination of State and Federal required school breakfast and lunch related reports and oversee the completion of federal and state reimbursement claims.
- Establish food service staffing patterns; recommend the employment, promotion, demotion, retention, recognition, discipline and dismissal of all food service personnel; provide advice and counsel to site administrators in these same areas for site food service personnel matters, working through the Food Service Supervisor.
- Plan, organize and conduct personnel in-service and orientation training programs, including courses in sanitation and safety, and administer the Management Safe Food Handlers certification examination.
- Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; interpret the food service program to management, staff and the community; prepare and disseminate the food service communicative materials.
- Prepare analysis and reports on the effectiveness of the food service program.
- Coordinate with school and other administrative personnel in purchasing, budget, financial and maintenance services.
- Develop and prepare the annual preliminary budget for the Food Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; analyze trends in school meal sales and costs, develop and implement marketing programs to meet customer needs and to promote the foods services program; and recommend actions to maintain sound financial operation.
- Develop specifications for purchase of equipment, supplies and food products; communicate with vendors; develop contracts with other agencies and outside businesses; review and approve requisitions for supplies and equipment.
- Oversee record-keeping of stores, equipment maintenance costs and inventory control of food supplies and equipment.
- Evaluate operating facilities and make recommendations regarding improvements in safety and productivity.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, methods, and strategies relative to the management of a comprehensive food service program; legal mandates and guidelines pertaining to a food service program, including the requirements of the National School Breakfast/Lunch Program; marketing strategies of foods that are nutritionally balanced and attractive; principles of management, supervision and training; safe and sanitary working methods and ServSafe procedures.

Ability to:

Plan, organize, and direct a complex food service program, including preparation of menus that create a balanced and nutritious diet for children of various age levels; analyze food service operational methods and procedures; prepare comprehensive narrative and statistical reports; communicate effectively both orally and in writing, including preparation and presentation of detailed analyses, recommendations and conclusions; ensure appropriate utilization of food service equipment and supplies; use sound judgment in interpreting and applying federal, state, and local rules, regulations, and procedures pertaining to the food service program; establish and maintain an efficient and effective automated data management system; manage, supervise, motivate and train personnel; establish and maintain effective working relationships with school personnel, parents, community and students.

Experience:

Five years of administrative or supervisory experience in a school setting or Food Service Industry that has provided the applicant with the knowledge and abilities listed above.

Education:

A bachelor's degree with a specialization in nutrition or related field from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting or walking much of the time with occasional standing; some bending, stooping, squatting and twisting; some reaching with hands and arms. Some lifting and maneuvering of up to 25 pounds, with occasional lifting and maneuvering of up to 50 pounds.

Licenses:

Possession of a valid California Driver's License.
Possession of a valid ServSafe Certificate.

Board Approved: April 15, 2008