

Sample Job Description

School Food Service Director

Summary of Work:

Administers the foodservice program in a multiple-site program according to policies and procedures, and federal/state requirements. Supervises and trains foodservice personnel. Develops and maintains high standards of food preparation and service with emphasis on menu appeal and nutritional value. Maintains high standards of sanitation and safety. Maintains records of income and expenditures, food, supplies, personnel and equipment. Facilitates cooperation with education partners such as administrators, teachers, parents and students.

Principle Tasks:

- Plans and analyzes menus for all schools in the district to ensure that USDA Meal Pattern and nutritional requirements are met.
- Plans menu adaptations for children with special needs.
- Maintains a purchasing system consistent with USDA and state purchasing guidelines.
- Enforces federal and state regulations regarding nutritional standards, reports and records. Prepares and maintains all records for required audits and reviews.
- Oversees the administration of the district's free and reduced price meals program according to federal regulations.
- Prepares, monitors and administers the food services budget. Monitors and analyzes all revenue sources. Reviews and authorizes all program expenditures.
- Assesses customer preference, industry trends and current research to develop a long range plan that facilitates continuous program improvement.
- Maintains an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising and evaluating all food service personnel.
- Coordinates all equipment maintenance and building repairs with the appropriate school district personnel or a private service provider.
- Ensure that established sanitation and safety standards are maintained.
- Develops a marketing plan that promotes the school nutrition services to students, parents, other school personnel, and the community.
- Develops and implements a catering plan that is consistent with school board policies.

Education Requirements:

A Baccalaureate Degree in institutional food service management (or a closely related field) is required. Two additional years of successful experience as a food service manager could be substituted for the degree.

Experience:

- A minimum of two years successful experience as a supervisor or manager in an institutional food service or comparable setting.
- Demonstrated ability to work as an effective team leader.
- Ability to work with other groups in the integration of nutrition into other core subject areas.

General Knowledge, Skills and Abilities:

- Skill in motivating and supervising foodservice personnel.
- Knowledge of foodservice program requirements.
- Basic computer skills.
- Ability to interpret a nutrient analysis spreadsheet.
- Ability to maintain records and complete reports, including web-based reporting.
- Written and oral communication skills.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of foodservice program finances.
- Skill in using public relations techniques to promote the foodservice program to children, school personnel and the public.
- Communication skills to work with the media and stake holders to publicize the nutrition integrity of school meals.