

Food Service Director Job Description

General Function and Scope

The District School Nutrition Director/Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administration, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Contracted days - 200 at 8 hrs. a day

Essential Functional Areas of Responsibilities

Customer Service

- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Monitor all school cafeteria sanitation procedures and respond to inspection from both county and state.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.
- Maintain MSDS (Material Safety Data Sheets) book.

Financial Management and Recordkeeping

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Approve all direct certification, free, and reduced applications (and appropriate notification letters) along with yearly verification of applications.
- Monthly reporting to State for reimbursement
- Input HS/JH student lunch deposits and start the daily deposit for that building.
- Pick up deposits from other buildings as needed (Sweetser 2015).
- Daily cafeteria reporting paperwork.
- Input/maintain all student data in cafeteria computer program (keep track of all student accounts for reporting to State).
- Monitor and report E-funds deposits.
- Prepare bills for payment.

Food Production

- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.

Procurement

- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.

Program Accountability

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Develops guidelines for providing services in response to disaster or emergency situations.

Nutrition and Menu Planning

- Develops cost-effective menus (at all buildings) that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations. Menus to be posted on website as well.
- Provide schools with recipes and portion sheets.
- Purchase of all food and input orders.
- Monitor and compile nutrient analysis.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs (i.e. carb counts to school nurse for diabetic students).

General Management

- Employs management techniques to maintain an effective and efficient CNP.
- Provide in-services for cafeteria employees.
- Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.
- Yearly on site reviews from State.
- Yearly pre-order survey for government commodities.
- Schedule commodities deliveries.
- Implement, develop, and update all HACCP policies and procedures.

Personnel Management

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.

- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes standards for the professional development of the district's CNP personnel.
- Hiring, evaluation, termination of all cafeteria employees.

Facility Layout and Design and Equipment Selection

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget. Then, purchase the equipment.

Environmental Management

- Develops and implements policies and procedures to ensure environmental responsibility.
- Work with Food Rescue program (established in all schools Fall 2015).

Marketing

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent with Board of Education policies.

Computer Technology

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

Nutrition Education

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.
- Provide input on the School Wellness Policy as well as serve on the review committee

Other

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served.
- All other reasonable duties as assigned by direct supervisor