



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Food Service Director

F.L.S.A. Exempt

QUALIFICATIONS:

- Good organization, communication and interpersonal skills.
- College degree preferred with emphasis in nutrition or dietetics.
- Three years of experience with commercial food preparation preferred.
- Two years of managerial experience preferred.

REPORTS TO: Assistant Superintendent for Business Services

MAJOR POLICY RESPONSIBILITY:

The Director of Food Services is accountable for the administration of the fiscal budget; food, supply, and equipment procurement; safety and sanitation standards according to HACCP; personnel, supervision; and menu planning for all food service programs.

ESSENTIAL JOB FUNCTIONS:

1. Serve as a consultant to coordinate the food service program with all educational functions of the school district.
2. Work with Human Resources in the selection, assignment, orientation, and evaluation of performance for all food service personnel.
3. Develop and assign work schedules for all employees.
4. Provide in-service training for all food service personnel.
5. Conduct regular meetings with all building managers, satellite coordinator, and satellite leads.
6. Effectively communicate with the schools and the community to keep constituents informed of menu selections and upcoming special events in food service.

7. Develop and follow a plan of self-improvement which promotes both personal and organizational goals.
8. Plan and supervise food service and personnel for district special functions when requested.
9. Review all applications for free and reduced prices lunches and notify of approval or denial. Maintain applicant records and notify individual schools of eligible students.
10. Operate the food service program in accordance with Federal and State Department guidelines and local Board of Education regulations and policies.
11. Develop and administer accurate accounting procedures to be maintained in each school for local and Federal reports.
12. Establish a fiscal budget for the Food Service Department.
13. Maintain accurate accounting records for all receipts and expenses of the Food Service Department.
14. Order all foods and supplies. Supervise storage, productions, and serving of food in the individual schools.
15. Maintain a food service inventory.

OTHER JOB FUNCTIONS:

1. Speak to students and adult groups concerning health and good nutrition and to provide an open channel of communication between the students, faculties, and the Food Service Department.
2. Assist in the planning of kitchen facilities for new school constructions or the remodeling of existing buildings within the district.
3. Provide a Food Service Handbook for all food service personnel to explain in detail the policies and procedures of the Food Service Department.
4. Attend meetings as required by the Assistant Superintendent.
5. All other duties as assigned