DIRECTOR OF FOOD SERVICES

DEFINITION
Under general direction, supervises, coordinates, and performs duties relating to the implementation and operation of a district-wide Food Service Operation; directs the compilation and reporting of all necessary reports to the State and Federal governments; prepares financial, budget and program compliance reports to management and the Board of Education and is responsible for food program adherence to all applicable regulations.

DIRECTLY RESPONSIBLE TO:
Assistant Superintendent – business Services

QUALIFICATIONS:
Knowledge of:
The principles and methods of large scale food service management; budget and financial recordkeeping procedures; laws and regulations relating to surplus commodities and school lunch programs; marketing techniques; state and federal school breakfast and lunch program regulations and nutritional standards.

Ability to:
Plan and administer a large scale food program; establish and maintain cooperative relations with others; examine bids for food contracts and determine the most advantageous bids in terms of quality and cost; determine labor, materials, and overhead costs in a cafeteria; evaluate and recommend improvements in the Food Service program; to facilitate a participative management team/task force.

Experience and Education:
Any combination equivalent to graduation from a 2-year accredited college and five years of supervisory experience in a large scale food service program.

ESSENTIAL FUNCTIONS:
• Develops programs, policies, timelines, and procedures for implementing and operating a district-wide national school lunch and breakfast program.
• Directs and coordinates the procurement of foods, supplies, and equipment.
• Directs efficient warehousing and distribution of perishable and non-perishable supplies and equipment to school cafeterias.
• Establishes and monitors the annual food service budget.
• Monitors the food service payroll records.
• Makes hiring and promotional recommendations.
• Assists in the evaluations of Food Service personnel.
• Directs the preparation of local, state, and federal reports, including the State and Federal Claims for Reimbursement, the State Sales Tax Report, and free/reduced lunch applications.
• Determines the requirements for accurate accounting, recordkeeping, and reporting procedures necessary for proper control of food, labor, equipment, and supplies.
• Prepares cafeteria cost analysis, financial, and participation reports.
• Assists in the planning and modification of cafeteria facilities.
• Demonstrates initiative in planning and implementing methods to improve the District's Food Service program.
• Prepares procedures manuals and provides training programs for food service personnel.
• Keeps abreast of current and prospective legislation and maintains a working knowledge of local and State health laws and regulations.
• Analyzes operating cost reports and recommends prices of meals.
• Works with students and staff to improve participation and quality.
• Works cooperatively with school administrators to administer the Food Services program.
• Performs other duties as assigned.