



JOB DESCRIPTION

Food Service Director

JOB TITLE:	Food Service Director
REPORTS TO:	Superintendent
JOB GOAL:	To provide students with nutritious meals by managing and supervising all aspects of the food service program.
TERM OF EMPLOYMENT:	10 months
EVALUATION:	Annually-based on job performance, effort, and enthusiasm.

MINIMUM EDUCATIONAL QUALIFICATIONS:

For schools with <2500 students, must have at least one of the following:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas *.
- Bachelor's degree in any academic major, and at least one year of relevant experience in school nutrition programs.
- Associate's degree or equivalent educational experience, with academic major in specific areas, * and at least one year of relevant experience in school nutrition programs.
- High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.

* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field

ESSENTIAL FUNCTIONS:

- A. To work with the administration to evaluate the efficiency, effectiveness and safety of the Food Service Department.
 1. Attend classes, conventions, meeting & etc. for the betterment of the lunch program.
 2. Work with Superintendent when scheduling necessary overtime work.
 3. Operate a central storeroom and supply delivery for distributing equipment, tools, and supplies.
 4. Maintain safety and cleanliness standards in compliance with state and federal regulations.
 5. Insure quality of prepared food including taste, smell and appearance.
- B. To work with the administration to develop appropriate, efficient and effective staff to which the Food Service Director can work with, delegate, and/or assign partial duties associated with this job description.
 1. Assist in the recruiting, interviewing, hiring and supervising of food service personnel.
 2. Make recommendations on promotion and/or release of food service personnel.
 3. Establish a training and inservice program for food service personnel.
 4. Conduct meetings of food service personnel when deemed necessary for the purpose of training or morale.
- C. To budget for necessary food supplies and equipment.
 1. Work with the bookkeeper in establishing an efficient system of purchase orders and requisitions so that most purchases will be made by purchase order.
 2. Approve all purchases associated with the duties of this job description prior to the Superintendent's approval.
 3. Maintain an appropriate inventory of equipment, tools and supplies.
 4. Insure proper supplies are on hand in each building.
 5. Order supplies and check shipments into the school for the food program.
- D. To perform, supervise, and/or delegate jobs associated with preparing and serving food.
 1. Establish and administer schedules and procedures for preparing and serving food.

2. Plan a Menu with nutritional value, variety, portion control, appearance, cost and inventory.
 3. Submit the monthly menu to the office for publication.
- E. To maintain compliance with district and government regulations and guidelines.
1. Insure that the food service program is in compliance with USDA, FDA and the Nebraska School Nutrition Guidelines.
 2. Monitor availability, receipt, storage and use of USDA commodities in accordance with agreement.
 3. File necessary district, state and federal forms.
- F. To be responsible for duties other than those listed as may be assigned by the Superintendent.

PHYSICAL REQUIRMENTS:	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing				X
b. Walking			X	
c. Sitting		X		
d. Bending/Stooping			X	
e. Reaching/Pushing/Pulling			X	
f. Climbing		X		
g. Driving		X		
h. Lifting (45 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

OTHER REQUIREMENTS (Intellectual, Sensory):

- Ability to display both persuasiveness and patience when working with others.
- Ability to judge food quality by sight, taste and smell.
- Ability to cope with deadlines.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Communication and organizational skills.
- Knowledge of kitchen equipment.
- Manual dexterity with hands – operate various utensils and equipment.
- Ability to understand that students are our products.

WORKING CONDITIONS:

A. Inside Outside Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

C.

NOISE LEVEL:

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. HAZARDS:

- Working with electrical appliances and equipment.
- Back injury from improper lifting.
- Burns from stoves/ovens.
- Repetitive motion.

RECEIPT & VERIFICATION

The undersigned hereby acknowledges receipt of a copy of the Food Service Director Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

Signature

Date