

Douglas Public Schools

Job Description

JOB TITLE: Food Service Director

JOB SUMMARY:

The Food Service Director oversees the entire food service operation for the district, including all program, personnel, menu, quality, and budgeting/financial issues. The director manages the food service production and delivery system, including purchase and inventory of food and supplies, and ensures conformance with quality, nutrition, and productivity standards as well as federal, state and local guidelines.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Exempt (Professional)*.

REPORTING STRUCTURE:

The Food Service Director reports to the Business & Operations Manager, and directs the work of all district food service staff. The Director evaluates Kitchen Managers, with input from building principals. The Director also provides input into the evaluation of all other food service staff.

QUALIFICATIONS:

1. Bachelor's degree, from an accredited college or university, in a related field (i.e. Food & Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business or related field)
2. Thorough knowledge of the administration, food, equipment, materials, methods, and techniques relative to food service operations;
3. Knowledge of basic spreadsheet, word processing, and point-of-sale software, as necessary for the efficient operation of the food service program;
4. Minimum of five years of supervisory experience;
5. Working knowledge of safe food handling procedures, to include ServSafe® Food Protection Manager certification;
6. Such alternatives to the above qualifications as the Business & Operations Manager and/or the Superintendent may find appropriate and in conformity with district requirements and state and federal law.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversees the entire food service operation for the district, including all program, personnel, menu, quality, and budgeting/financial issues;
2. Ensures conformance with quality, nutrition, and productivity standards as well as federal, state and local guidelines, operating in a sanitary and safe environment. Completes, maintains, and submits all required reports to state and federal agencies; maintains a centralized record of all employee training hours received per DESE;
3. Reviews current research to determine health and nutrition-related trends and food service management developments, and develops innovative program changes based on this research;
4. Orders food items and supplies, as needed, in a cost effective manner and in conformity with the federal and state procurement laws and local procurement policies/procedures. Maintains inventories of food, supplies, and equipment. Manages all food service facilities, including receiving all food and food supplies, and distributing such food, supplies, and prepared meals between sites;
5. Consults with the building administrators on assignments and facility needs. Examines all food services sites at school buildings on a regular basis to determine needed repairs and maintenance;
6. Supervises, creates and maintains performance standards for all food service staff. Evaluates Cafeteria Managers, with input from building principals and provides input into the evaluation of all other food service staff. Works with the Central Office and Business & Operations Manager in the recruitment, appointment, assignment, evaluation, discipline, and dismissal of food service personnel. Conducts a continuing program for staff orientation, training and development, including health and safety. Provides input in collective bargaining;
7. Assists the Business & Operations Manager in developing and maintaining a long-term capital plan for food service equipment and facilities. Prepares annual budget for food service program;
8. Provides educational opportunities to students, staff, and the community, to include participation in the Wellness Committee;
9. Other duties as assigned by the Business & Operations Manager or Superintendent.

PHYSICAL WORKING CONDITIONS:

This work is performed primarily indoors, with brief periods outside, occasionally in inclement weather. Work involves moderate physical exertion, such as walking, standing, bending, stooping, kneeling, reaching, and carrying, pushing and pulling equipment and/or supplies, weighing up to 50 pounds; Manual dexterity to operate kitchen equipment and manipulate objects; Speech and hearing to give and receive instructions and information. Specific vision abilities required by this job include close vision and ability to adjust focus. The work requires frequent in-district travel among the district's schools and municipal offices.