

Farmersville Unified School District

JOB DESCRIPTION

JOB TITLE: Director of Food Services

GENERAL DESCRIPTION

Under the direction of the Business Manager, the Director of Food Services is responsible for the overall day-to-day operation of the food service program. He/she plans, organizes and directs the activities of the school cafeterias, snack bars and any other food service for the district; employs, trains and supervises school service food personnel; establishes work standards; oversees the collection of cafeteria monies and assures that monies are correctly reported and deposited in the bank; safeguards the fiscal solvency of the program by utilizing cost-containment measures and revenue-generating activities; administered the National Free and Reduced Lunch Program; performs other duties as assigned.

EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, directs and manages activities of the school cafeterias; evaluates and supervises cafeteria employees and determines work schedules; plans and prepares menus that meet State nutritional standards and offer a variety of acceptable foods; oversees contracts with food services providers; develops and implements new methods to improve participation and the quality of the food service program; set standards for efficiency and sanitation; keeps accurate records, including daily meal counts, daily food production and usage sheets, government commodities; prepares and maintains inventories; develops and monitors cafeteria budget to assure program remains self-supporting; consults with principals and student groups on food service matters; trains cafeteria staff; make recommendations for equipment purchases and replacements; develops and implements a cost-effective system for ordering food and purchasing supplies; makes recommendations for food service policy and procedures; determines eligibility for National Free and Reduced Lunch Program; prepares lunch claims; and other duties as required.

QUALIFICATIONS

Education and Experience:

- ▶ Four years of college-level course work with a degree in nutrition, food science, dietetics and/or business management.
- ▶ One year of experience in supervision or management level position in food service industry. This experience should include responsibility for menu planning, ordering of food and supplies, inventory maintenance and fiscal control.

OR

- ▶ Two years of college-level course work with a degree in nutrition, food science, dietetics and/or business management.
- ▶ Four years experience in supervision or management level position in food service industry. This experience should include responsibility for menu planning, ordering of food and supplies, inventory maintenance and fiscal control.

Knowledge of:

- ▶ Principles and methods of planning and preparing nutritionally sound meals in large quantities for school children.
- ▶ Principles and practices of cafeteria management
- ▶ Federal, State and local health laws relating to food services
- ▶ Sound budgetary principals and practices
- ▶ Principles of personnel supervision and management

Ability to:

- ▶ Use computer applications, including word processing, spreadsheets, and automated point of service software
- ▶ Prioritize the work of self and others
- ▶ Effectively communicate with staff and other district employees
- ▶ Relate positively to students
- ▶ Lift and carry 40 pounds
- ▶ Sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to coworkers, students and the public; dexterity of the hands and fingers to operate food service and computer equipment

Desirable:

- ▶ Experience in school cafeteria environment
- ▶ Knowledge of National Free and Reduced Lunch Program
- ▶ Knowledge of School Meal Initiative
- ▶ Knowledge of the legal requirements of the school lunch program
- ▶ Knowledge of automated point of service software

Licences, Certifications and/or Testing:

- ▶ Valid California Drivers License
- ▶ Registered dietitian certification desirable
- ▶ Criminal justice fingerprint clearance

Board Approved: February 11, 1997

Board Revised: April 21, 1998