**SAMPLE JOB DESCRIPTION:**

**DIRECTOR OF FOOD SERVICES**

Job Title: Director-Food Service

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: [District Dependent]

Supervisor’s Superior: [District Dependent]

Positions Supervised: Operations Manager, Accountability Manager, Senior Financial Analyst, Special Projects Coordinator, Clerical [edit as needed]

**Job Summary**

Director of Food Services applies professional knowledge, ethics, and administrative skills in directing a comprehensive school food service program for the [Sample District] in compliance with federal and state laws and regulations, local and state health ordinances, and [Sample District]'s policies.

Director of Food Services employs exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with FSD, staff, students, purveyors, farmers, and teachers, as well as all of the stakeholders.

S/he oversees the implementation of the Farm-to-Cafeteria model by finding innovative ways to keep the school meal programs supplied with fresh, seasonal, organic, and/or sustainably grown produce and products, by building partnerships between the school district and regional agriculture.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Evaluates and incorporates appropriate foods from USDA commodity program into weekly menu plan.
2. Develops and recommends changes to food service program policies and procedures.
3. Serves as liaison with school administrators and the food service administrative staff in the management and operation of the Food Services program.
4. Prepares and administers the food service budget including revenue projections and control of expenditures in accordance with established financial management principles.
5. Analyzes food service operations and financial statements and takes corrective action.
6. Makes recommendations for facility design and layout for renovation and new food service facility construction projects.
7. Applies principles of management and productivity in utilizing staffing formulas and establishing production standards.
8. Knowledge of and ability to translate knowledge of sustainable food preparation, recipes and menus and utilize them in the ongoing implementation of the program.
9. Ensures that recipes are strictly adhered to, and that foods served are of the highest nutritional quality and taste standards.
10. Directs the development of standards for the operation of quality food service programs.
11. Directs the development of specifications for food, related supplies, and equipment.
12. Responsible for the procurement and maintenance of all related capital equipment and fixed assets.
13. Approves the procurement of products and supplies.
14. Directs the development of staff training activities for food service personnel.
15. Establishes procedures for the selection, assignment, transfer and discharge of food service employees in accordance with established policies. Hears and negotiates settlement of departmental employee grievances and complaints as appropriate.
16. Directs the development of public information materials and media releases pertaining to school food service programs and meets with students, teachers, parents, vendors, employees, and community groups to market school food service programs.
17. Communicates the policies, procedures, goals and objectives of the FSD.
18. Manages assigned teams in the development, design, review, implementation and periodic reevaluation of project plans and strategies to support the achievement of the departmental goals and objectives.
19. Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibility includes the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
20. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.
21. Excellent verbal, written, and interpersonal communication skills.

**Education and Related Work Experience**

* To qualify for this position, an individual must possess any combination of experience and education that would insure being able to meet and fulfill job requirements; including Culinary Degree from a certified institution, Bachelor’s Degree or higher in Food and Nutrition, Institutional Management, Business Administration, or related field. Master's degree preferred, and extensive experience in the fields of food service system management at the executive level, nutrition, and sustainable agriculture.
* A minimum of [ten years experience in large scale (K-12 districts larger than 20,000 and/or customer meal count of 30,000 daily)] food service management with an emphasis on a sustainable model that includes: menu planning, food procurement, staff training and supervision, and serving nutritious, tasty, and appealing from-*scratch* meals in a commercial or institutional environment, *preferably* to include experience with USDA Child Nutrition Standards and compliance.

**Licenses, Registrations or Certifications**

* Valid [insert state] Driver’s License
* Valid Food Handler’s Certificate

**Technical Skills, Knowledge & Abilities**

* Knowledge of procedures, policies, practices and methods of food service operation.
* Knowledge of (and ability to translate knowledge) of sustainable food preparation, recipes and menus.
* Knowledge of local, State and Federal regulations regarding school food services nutritional standards, dietary guidelines and reporting requirements.
* Knowledge of facilities management and maintenance: Facility designs, food and equipment specification, warehouse and central production facility operation, profit and loss analysis and procurement procedures.
* Knowledge of technical computer applications including Microsoft Word, Excel, Access, Outlook as well as working knowledge of K-12 food service software systems. operating application management, point of sale, and back office management systems (proficient.)
* Knowledge of all Federal, State and City health, sanitation and safety policies, laws and guidelines as they relate to food service preparation.
* Ability to direct, lead and communicate
* Ability to work with diverse community partnerships
* Ability to supervise and train
* Ability to manage district-wide maintenance
* Ability to prepare and administer budgets and reports

**Physical Demands**

* Ability to smell, taste and feel, in order to determine quality of raw and prepared food products
* Ability to work with frequent interruption and to simultaneously supervise a variety of tasks
* Ability to stand, stoop, reach and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
* Ability to read small print
* Ability to stand for long periods
* Ability to walk long distances
* Ability to lift, push and/or pull objects, which may approximate 50 pounds
* Ability to work with, and in the proximity of, equipment with moving mechanical parts
* Ability to work in an inside environment
* May be required to work around loud noise

**Work Environment**

Not substantially exposed to adverse environmental conditions.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*