

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR FOOD SERVICE 76005

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution in food service and/or nutrition.
- (2) Registered Dietitian preferred.
- (3) Five (5) years administrative experience in school food service, institutional food service or related experience.
- (4) School Nutrition Association Certification or/and school Nutrition Specialist Credential eligible.
- (5) Valid Florida Driver's License.
- (6) Satisfactory clearance of criminal history background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations and local District policies as they relate to food service, purchasing and records retention and property control.
- (2) Knowledge of financial management techniques and modern food service management principles.
- (3) Demonstrate verbal and written communication skills, demonstrate leadership skills, demonstrate nutrition knowledge and application.
- (4) Knowledge in marketing and knowledge in personnel management.
- (5) Ability to work with various groups.
- (6) Knowledge of computerized programs used in food service operations.
- (7) Knowledge of equipment used in school food service.
- (8) Knowledge of food protection and food safety principles and practices.

REPORTS TO AND EVALUATED BY:

Associate Superintendent of Operations/District Support Services

JOB GOAL

To provide quality meals which are nutritious, conforming to the dietary guidelines and well-accepted by our customers, the students, while operating a financially self-supportive program that complies with all guidelines and regulations.

SUPERVISES:

District and School Food Service Personnel

PERFORMANCE RESPONSIBILITIES:

- (1)* Direct and coordinate all activities necessary for implementation, operation, evaluation and improvement of the District school food and nutrition services program.
- (2)* Develop and administer policies, procedures, and guidelines consistent with District, State and federal regulations and established plans.
- (3)* Organize and implement a program for the selection, purchase, storage and inventory control of food and supplies for all operations within the food service program.
- (4)* Initiate financial policies and procedures necessary for proper fiscal control and operation of the food service program.
- (5)* Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, in order to evaluate cost-effectiveness of each program.
- (6)* Develop, plan and evaluate menus based on recommended nutritional requirements and budgeted resources.

- (7)* Administer and comply with rules pertaining to the USDA donated foods program.
- (8)* Administer and comply with rules pertaining to the National School Lunch Program, the School Breakfast Program, Summer Food Service Program and Snack Program.
- (9)* Establish staffing formulas, determine labor allocations and assist food service managers in the staffing, selection and evaluation of personnel.
- (10)* Plan, implement and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, State and local policies.
- (11)* Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome, and safe food and meet State and local health department standards.
- (12)* Organize, direct and facilitate the testing and evaluation of food products recipes and equipment.
- (13)* Establish safe working conditions, equipment and practices for all food service personnel.
- (14)* Ensure clean and properly equipped work and storage areas that meet State and local health department standards.
- (15)* Ensure compliance with District, State and Federal reporting requirements.
- (16)* Develop, implement and evaluate training programs for personnel at all levels in the food service program.
- (17)* Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school of applicable findings.
- (18) Consult with school principals and administrators on matters concerning their support for an effective food service operation.
- (19) Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
- (20)* Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- (21)* Coordinate maintenance of the food service equipment.
- (22)* Administer the cafeterias and office computer systems.
- (23) Interpret the food service program goals and activities to the public.
- (24) Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
- (25) Establish effective relationships and coordination of departmental functions with schools, other District departments, services and personnel.
- (26) Serve as the resource person for school level nutrition education activities as necessary.
- (27) Provide food service recommendations to district's negotiator for collective bargaining activities.
- (28) Assist in administering agreements resulting from collective bargaining.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 3

SALARY LOCATOR: Support Personnel Salary Schedule 4

Job Class 02

EEO Line 06