



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Director of Food Services

Department:

Food Service

Unit:**Immediate Supervisor:**

Superintendent

Grade Placement:**FLSA Status:****Job Summary:**

Under the direction of the Superintendent, it is the responsibility of the Director of Food Services to oversee the operations of the district's Food Services program. Through the planning and administering of the school nutrition program, the Director of Food Services ensures that the department operates in a professional manner and fulfills expectations that meet federal and state guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises food service personnel and procedures by implementing a philosophy that maintains quality standards of food preparation.
2. Develops, implements and monitors safety and sanitation procedures to meet state and federal standards in regards to food preparation procedures and employee safety regulations.
3. Coordinates and participates in the preparation and submission of records and reports required by the district, state and federal laws and policies.
4. Implements district purchasing guidelines for all food and other related items.
 - Orders, accepts deliveries and inventories all necessary goods and supplies.
 - United States Department of Agriculture (USDA) commodity ordering.
5. Plans menus that comply with state and federal laws. Assesses customer preferences and industry trends in determining menus for students.
6. Collaborates with school staff, teachers, parents and physicians to plan menus for children with special nutritional needs.
7. Manages daily costs for the overall food service program.
 - USDA commodity product.
 - Cost per meal management.
8. Promotes maximum student participation in the school district food service program in all buildings.
9. In cooperation with the school district business manager, manages the food service budget to provide high quality, affordable meals.
10. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High School Diploma or equivalent
- At least 3 to 5 years of prior related work experience

License/Certification Requirements:

- Food Service Managers License
- Nutrition Certification
- Sanitation Certification

Knowledge required to perform the essential functions of the job:

- Knowledge of all relevant laws, rules, guidelines and standards pertaining to menu planning, food production and sanitary/food storage requirements.
- Knowledge of nutritional guidelines.
- Knowledge of calculating recipes, cooking, baking and preparing food for institutions.
- Knowledge of all applicable cooking tools and equipment.
- Knowledge of all safety precautions applicable to trade.
- Knowledge of ordering, purchasing and inventorying techniques and methods.
- Knowledge of the USDA commodity system.
- Knowledge of the fundamentals of financial and accounting procedures of child nutrition operations.
- Knowledge of Child Nutrition Program (CNP).
- Knowledge of recordkeeping, purchasing procedures, reporting and administrative requirements involved in managing programs/services.
- Knowledge of the application, use and proper storage of all chemicals and materials.

WORK SKILLS AND CHARACTERISTICS**Skills required to perform the essential functions of the job:**

- Ability to interact and communicate effectively and appropriately with students, parents and staff.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors and building personnel.
- Planning, prioritizing and organizing tasks and functions.
- Coordinating, delegating, leading and training kitchen staff in duties and responsibilities.
- Applying food preparation techniques.
- Nutrition education and menu planning.
- Planning menus that encourage participation in the CNP.
- Implementing, applying and following sanitation procedures and operations in accordance with food service guidelines.
- Ability to utilize basic math principles to adjust recipes and calculate/order products and supplies.
- Using computers and related software applications.

PHYSICAL REQUIREMENTS**Physical requirements associated with the position can be best summarized as follows:**

Medium work. Exerting up to 50 pounds of force occasionally, up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects.