

Food Service Director (Small School District with less than 2,500 students)

(this sample was adapted from West Valley School District's Food Service Supervisor Job Description; original file developed by Montana School Board Association, 2011)

Job Title: Food Service Director
Department: [District Dependent]
Date Developed: XX
Date Revised: XX
Reports To/Evaluated by: [District Dependent]

Essential Functions:

1. Plans, organizes, and coordinates the daily operations of the school lunch and breakfast programs.
2. Manages the National School Lunch Program and School Breakfast program in accordance with federal USDA requirements.
3. Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
4. Evaluates and incorporates appropriate foods from the USDA foods program into the weekly menu plan.
5. Maintains daily production records in accordance with Office of Public Instruction (OPI) standards.
6. Updates and maintains a School Food Safety plan which includes standardized recipes per USDA standards.
7. Maintains high standards of cleanliness and safety in the kitchen, food storage areas, and cafeteria and oversees and participates in the cleaning and sanitizing on a daily basis.
8. Ensures food handling and serving is performed by individuals who have completed an approved food safety training.
9. Supervises kitchen personnel in the safe and proper use of kitchen equipment.
10. Provides training to food services staff in the areas of food preparation and sanitation.
11. Supervises and evaluates employees within the food services program, including cooks, assistant cooks, and kitchen helpers.
12. Prepares annual food service budget, evaluates meal costs and makes recommendations.
13. Makes recommendations for the updating and purchasing of new equipment and supplies.

Optional duties based on specific topics are provided below. Use these or create your own to tailor the job description to fit your school district's priorities, goals, and interests.

Farm to School emphasis:

- Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
- Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.
- Commitment to the use of seasonal, sustainably produced and local products to the greatest extent possible.
- Desire to incorporate farm to school programming in school district menus by using fresh, seasonal, sustainably grown produce and products while building positive community partnerships.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

From Scratch Cooking emphasis:

- Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
- Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.

School Wellness emphasis:

- Assists in and provides the School Wellness Committee information regarding health, physical activity and nutrition for children.
- Desire to participate in the School Wellness (or Lunch) Advisory Committee.
- Desire to implement Smarter Lunchroom or behavioral economic principles that promote comfortable eating environments and healthy food choices for students.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

Only minimum duties are listed. Other functions may be required as given or assigned.

Minimum Educational Qualifications:

Please refer to [USDA hiring standards](#).

For schools with <2500 students, must have at least one of the following:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas *.
 - Bachelor's degree in any academic major, and at least one year of relevant experience in school nutrition programs.
 - Associate's degree or equivalent educational experience, with academic major in specific areas, * and at least one year of relevant experience in school nutrition programs.
 - High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.
- * Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field

For schools with <500 students, OPI School Nutrition Programs can approve a candidate who meets the educational standards as listed for schools with $\leq 2,499$ students, but has less than 3 years of experience.

Desired Minimum Qualifications:

- Ability to read and interpret safety rules and operating and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and discounts.
- Ability to effectively communicate, orally and in writing, with students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to comply with Board policies, rules and regulations, and directives.

Equipment Used:

Calculator, cash register, computer, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

Work Environment:

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually moderate to loud. The employee is often required to meet deadlines with severe time constraints.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. The employee must be able to bend or twist at the neck and waist and be able to reach above the head. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. This position may require the employee to occasionally lift and/or move up to 50 pounds.

Mental/Motor Demands:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications. Memory, reasoning, and exercising judgment are constantly required on the job. Mathematics, estimating, and problem solving are frequently required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

Terms of Employment and Evaluation:

Employed for a prescribed term, salary, benefits, and other working conditions to be determined by district policy, federal, and state law as well as appropriate funding from state, federal, and/or passage of levies.

Performance of said duties will be evaluated in accordance with provisions of the Board's Policy on Evaluation Classified Personnel.

Acknowledgements:

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