

**JOB DESCRIPTION**

# **DIRECTOR OF FOOD SERVICES**

**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** District Administrator and indirectly to the Principal(s).

**SUPERVISES:** The Food Service Director directly supervises a staff of Food Service employees. A person in this position will assist in the final screening interviews for all food service personnel hired by the district.

**QUALIFICATIONS:**

1. A Bachelor's Degree preferred but not required from an accredited college with emphasis in the areas of food, nutrition, institutional administration or related fields or any combination equivalent to graduation from high school.
2. Three years of experience of food preparation in a large scale food service operation, will be acceptable.
3. Must be willing to attend courses which will assure continuous professional growth and development.

**GOALS:**

1. To be responsible and accountable for performing skilled work in food preparation and service.
2. To provide direction to supportive personnel in order to meet production deadlines.
3. To assume responsibility for the entire food service program: menu preparation, food purchasing, storage, preparation, service, sanitation, cleaning of all work areas and equipment, participation records, food production records, commodity inventory, entering money into family accounts, notifying families of low or negative balances, and other records necessary for effective program operation.

**PERFORMANCE REQUIREMENTS:**

1. Maintains a Food Production Manager Certification.
2. Attends relevant training classes and workshops.
3. Maintains defined standards of sanitation and safety for personnel, food preparation, kitchen equipment, and physical plant.
4. Develops and maintains routine procedures for accurate checking and distribution of meals to promote and evaluate client satisfaction.
5. Manages the preparation of food within an established production system following standardized recipes, preparation and service methods, and food handling techniques to ensure acceptable standards.
6. Directs preparation and serves planned meals for special school-related and community activities.
7. Orders and/or purchases food supplies according to established specifications determined by menu, volume, and student needs. Recommends purchase of small equipment.
8. Prepares menus which meet all requirements for the required School Lunch Program patterns and setting and maintaining high food quality standards.
9. Maintains production, participation, and inventory records as well as other departmental records.
10. Directly supervises staff of Food Service employees. Staffs' schedules and plans work assignments and holds departmental meetings.
11. Orients and instructs employees in regulations and procedures and participates in planning programs for staff development. Assures food service employees receive required hours of training.
12. Implements procedures necessary to meet the nutritional needs of students.
13. Establishes and maintains a system of check, inspect, and store all incoming food and supplies.
14. Participates in establishing and/or amending departmental procedures that affect the director's responsibilities.

15. Conducts continuous on-the-job training for Food Service personnel.
16. Implements food production systems in which tasks are organized and schedules are made for food service employees in accordance with menu requirements.
17. Works as part of a team of community members, staff, and students to monitor and improve the Schools Wellness policy.
18. Run Direct Certification checks monthly
19. Distributes, processes, and maintains Free and Reduced Lunch Applications according to guidelines.
20. Works with area schools, suppliers, and community to purchase local food items in support of the Farm-To-School program.
21. Performs other functions as needed.

**JOB ATTITUDE:**

1. Exhibits flexibility in learning currently assigned duties, including operation of equipment used in learning new duties and/or methods and procedures and/or operation of new equipment as introduced.
2. Exhibits pride in work by producing quality products served attractively and neatly using the best possible sanitary method.
3. Exhibits interest in a sense of responsibility for the job.

**ENVIRONMENTAL WORK CONDITIONS:**

1. Extremes in temperature and humidity.
2. Congested work area.
3. Floors that are hard on the feet and may be slippery when wet.
4. Possibility of cuts, burns, or other injuries if not practicing satisfactory safety standards.
5. Incandescent lighting.

**PHYSICAL REQUIREMENTS:**

1. Must pass a health examination including a skin test.
2. Must be able to perform tasks involving moderate lifting (30-40 pounds).
3. Must be able to stand for several hours on cement floors.
4. Must be able to work in a very warm environment and for short periods of time in refrigerated units.

**EVALUATION:** Performance will be evaluated by the District Administrator.

*Approved by the Board of Education May 8, 2023.*