

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: FOOD SERVICE DIRECTOR

SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential/Supervisory
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Asst. Supt./CBO		
APPROVED BY:	Board of Trustees	DATE:	April 12, 2017

SUMMARY: The Food Service Director will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administrating, planning, directing assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state, and local guideline. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

Customer Service

- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.

Financial Management and Recordkeeping

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

Food Production

- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedure for efficient and effective food production and distribution.

Procurement

- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.

Program Accountability

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.

Nutrition and Menu Planning

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

General Management

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

Personnel Management

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

Facility Layout and Design and Equipment Selection

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

Environmental Management

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

Marketing

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conducts an on-going evaluation of the marketing plan.
- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent Board of Education policies.

Computer Technology

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

Nutrition Education

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

Other

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served

KNOWLEDGE OF:

- Proper procedures, methods, and equipment used in the ordering, storing, preparation, cooking, packaging and serving of food for institutional food services operations within the District.
- Institutional baking and cooking practices and methods.
- Proper food service sanitation and safety requirements.
- Supervisory techniques and methods.
- Basic menu planning and nutritional principles.
- Basic business methods including proper recordkeeping, inventory control and report writing.
- Federal and state guidelines for a CNP.

ABILITY TO:

- Plan, organize and schedule food services programs.
- Schedule, supervise, coordinate and evaluate the work of others.
- Prepare and monitor a budget.
- Prepare comprehensive reports and correspondence.
- Maintain detailed records and files pertaining to assigned functions and operations.
- Effectively communicate in both oral and written form.
- Interpret and carry out District policies regarding assigned functions.
- Establish and maintain effective work relationships with those contacted in performance of required duties.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* **OR**
- Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; **OR**
- Bachelor's degree in any academic major, and at least 1 year of relevant school nutrition programs experience; **OR**
- Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 1 year of relevant school nutrition programs experience; **OR**
- High School Diploma or general education degree (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 science, nutrition education, culinary arts, business, or a related field.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization. Ability to learn and interpret specific rules, laws, and policies and apply them to a variety of situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILL AND ABILITIES:

Ability to interact with board members, administrators, staff members and general public in a professional, open, friendly, business-like manner. Ability to work on a variety of tasks simultaneously with frequent interruptions. Ability to utilize a computer for a wide variety of applications. Ability to communicate District policies and procedures to District staff and the public.

PHYSICAL DEMANDS:

The physical demands here 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 individual with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hand to manipulate, handle or feel objects, tools or controls, stand, talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.