



CERTIFIED JOB DESCRIPTION

TITLE: *Director of Food Service*

PRIMARY SUPERVISOR: Superintendent

APPOINTMENT: Superintendent and Board of Education

QUALIFICATIONS:

- Shall hold a bachelor's degree or higher with an academic major in food and nutrition, food service management, dietetics, family consumer science, nutrition education, culinary arts, business or related field OR
- Shall hold a bachelor's degree or higher in any academic major AND a state-recognized certificate for school nutrition directors.
- Advanced knowledge in food safety, menu planning, food production and operation management.
- Ability to plan, administer, monitor and evaluate all aspects of the school nutrition program.

PHYSICAL QUALIFICATIONS:

- Ability to do heavy lifting and carry large cases up to 50 pounds.

JOB GOAL:

To facilitate and monitor the daily operation of the school nutrition program by providing nutritious meals that meet the nutritional and educational needs of children.

GENERAL DUTIES & PERFORMANCE RESPONSIBILITIES:

- Shall implement a district-wide customer service philosophy that focuses on customer satisfaction.
- Shall plan, coordinate and manage the school nutrition program while assuring compliance with all district, state and federal requirements.
- Shall plan school meals that are nutritious, age-appropriate, appealing and cost effective.
- Shall select, assign, supervise and evaluate school nutrition department staff.
- Shall determine appropriate action within clearly defined guidelines.
- Shall present a positive image of the school to parents and convey to them the schools' genuine concern with the education, growth, and development of each student.
- Shall seek to establish friendly and cooperative partnerships between home and school.
- Shall work to develop a positive public relationship between the school district and the community.
- Shall carry out assignments in a timely manner without undue checking.
- Shall react positively to directives.
- Shall have a willingness to cooperate with the Superintendent, District Administrators, Principals, and Staff.
- Shall strive to maintain and improve professional competence.
- Shall take necessary precautions to protect students, equipment, materials, and facilities.
- Shall adhere to School Board of Education Policies and Procedures.

Certified Job Description – Continued

Page 2

SPECIFIC DUTIES & PERFORMANCE RESPONSIBILITIES:

Facilities and Equipment Management

- Provide leadership in designing and planning facilities that support the operational goals of the school nutrition program.
- Develop guidelines for selecting and maintaining equipment to accomplish the operational goals of the school nutrition program.
- Establish an environmentally responsible school nutrition program.

Financial Management

- Develop financial management guidelines that support school nutrition program operational goals and comply with regulations.
- Establish cost control goals to effectively manage the school nutrition program.

Food Production and Operation Management

- Develop a management system to ensure high standards for quality food production.
- Establish operational systems for managing food production and service.

Sanitation, Food Safety and Risk Management

- Establish policies and procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Provide leadership in creating a safe work environment for school nutrition operations.

Personnel Management

- Establish staff procedures in accordance with district policies and in compliance with local, state and federal laws and regulations.
- Develop methods for recruiting, hiring, training, evaluating and promoting school nutrition staff that recognize education, experience, performance and certification.
- Design a comprehensive needs-based training process that enhances learning and improves job skills.

Marketing and Communication

- Develop a systematic approach for marketing the school nutrition program.
- Develop a customer service infrastructure to promote the school nutrition program.
- Establish a communication infrastructure with stakeholders to promote the school nutrition program.

Menu and Nutrition Management

- Develop cost effective menus that are appealing to customers and comply with state and federal guidelines and regulations.
- Provide leadership to support the nutrition and wellness initiatives within the school district.

Procurement and Inventory Management

- Develop procurement guidelines that comply with established regulations and support operational goals of the school nutrition program.
- Establish operational procedures to effectively manage receiving and inventory systems.

Program Management and Accountability

- Establish a system to ensure nutritional, financial, and regulatory accountability of the school nutrition program.
- Provide leadership to position the school nutrition program as an integral component of the district.

Technology and Information Systems

- Utilizes available resources to ensure that information technology systems are meeting the operational needs of the school nutrition program.
- Selects appropriate software to support the functionality of school nutrition program.

Certified Job Description – Continued
Page 3

Other

- Plan, collaborate and align school nutrition operations with school activities to improve school and community relations.
- Coordinate periodic food sampling of potential menu items, seek feedback from students and adjust menus accordingly.
- Represent the department and district at various local, state and federal workshops, conferences and seminars.
- Plan, schedule and coordinate special events that utilize cafeteria facilities.
- Perform related duties as assigned.

DAYS OF EMPLOYMENT: 240 days

SALARY: Based upon the adopted salary schedule of the Newport Board of Education.

CLASSIFIED SALARY SCHEDULE
2019/2020 SY

EXPERIENCE	Dir. Food Service				
0	28.87				
1	29.42				
2	29.55				
3	29.75				
4	30.58				
5	30.98				
6	31.27				
7	31.66				
8	32.12				
9	32.77				
10	34.13				
11	34.67				
12	35.14				
13	35.53				
14	36.07				
15	37.04				
16	37.23				
17	37.57				
18	38.07				
19	39.28				
20	40.45				
21	41.23				
22	44.44				
23	44.88				
24	45.33				
25	45.78				
26	46.24				
27	46.70				