

Title:

Director of Food Service

Qualifications:

Bachelor's Degree required, preferred degrees include Hospitality Food and/or Business Management, School Administration or Nutrition, preferred 3-5 years successful experience in food service programs, 3-5 years successful experience in food service area at the national/local level, ability to communicate professionally, receive School Nutrition Specialist Credential or Level 2 School Nutrition Association Certification within 3 years of employment. *Pursuant to 7 CFR part 210, at least 8 hours of food safety training is required within the first 30 days of the employee's start date or no more than 5 years prior to the employees start date.* Employee must complete mandatory training requirements every year.

Reports To:

Chief Financial Officer

Primary Job Goal:

Oversee the functioning of a medium (student enrollment of 2,500 to 9,999) districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement, and record keeping. Select, supervise and evaluate the performance of assigned personnel. Prepares and maintains necessary data and reports, ensures optimum food service to all students, and ensures increase in operational efficiency and accountability.

Required Knowledge, Skills, And Abilities:

- Knowledge of the mission, goals, and organization of Simpson County Schools, with an understanding of how the food service department supports teaching, learning, and district operations as a whole.
- Budget preparation and control
- Meal production planning and scheduling.
- Applicable district, state, and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- District organization, operations, policies and objectives
- Record-keeping techniques
- Principles and practices of supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices
- Ability to build and maintain effective working relationships with district leadership, staff, state agencies, and the broader community
- Plan, coordinate and manage a district food service program
- Ensure compliance with district, state and federal requirements relating to food service.
- Coordinate and supervise master menu planning
- Train others in the preparation and serving of food in large quantities
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Schedule, supervise and evaluate staff
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines

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- Establish and maintain cooperative and effective working relationships with others
- Operate a computer as required
- Plan and organize work
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work independently with little direction
- Adheres to all District and Board of Education policies and procedures.
- Demonstrates positive and professional interpersonal relations by interacting effectively with and demonstrating respect for the views, rights and contributions of students, parents, teachers and all District employees.

Performance Duties And Responsibilities:

General Management

- Maintain an organized system of management and keep the Chief Financial Officer informed of program activities, needs, and issues.
- Oversee a districtwide food service program; analyze effectiveness, ensure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Communicate 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.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record keeping and ordering systems in accordance with district policy; instruct, train and assist employees in proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Conduct monthly employee meetings to discuss and explain operating policies and to plan and direct in-service workshops and training programs for all food service personnel.
- Collaborate with district leadership and stakeholders (SCS faculty, students, parents & community members) to assess needs of the student body for optimal nutrition and experience.

Customer Service

- Establish quality standards for the presentation and service of food.
- Implement a districtwide customer service driven policy that focuses on value and satisfaction.

Sanitation, Food Safety and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate employee safety regulations into all phases of the school food service program.
- Works with Operations Manager in determining maintenance needs of kitchen and cafeteria facilities and arranges necessary services.

Financial Management and Recordkeeping

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies. This includes but is not limited to the USDA Child Nutrition Program,, National School Breakfast and Lunch Program, Summer Feeding Program, Kentucky Department of School and Community Nutrition and Kentucky Department of Agriculture for all schools in the District.
- Prepare a variety of food service records and reports.
- Assures compliance with Kentucky's Food Establishment Act & State Retail Food Code as administered by the Barren River Health Department.

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g. Kneeling		X	X							
h. Twisting		X	X							
i. Lifting		X	X							

LIFTING		
<input type="checkbox"/> 0-10 lbs. <input type="checkbox"/> 11-15 lbs. <input checked="" type="checkbox"/> 16-30 lbs. <input type="checkbox"/> Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete 2a,2b,2c,2d,2e) <input type="checkbox"/> No		
2b. Repetitive hand movements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2c. Simple Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2d. Power Grasping?	Right Hand Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Left Hand Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
e. Pushing Pulling?	Right Hand Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Left Hand Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
f. Fine Manipulation:	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3. (a) Does the job require a worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency? _____
(b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency? <u>As needed</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Are there special visual or auditory requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe (i.e. working with computer terminal): working with a computer terminal or laptop, software for food service data entry, payment, etc...
WORK ENVIRONMENT:
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *at times
b. Is the employee exposed to fumes or airborne particles? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify: Potential exposure common to cleaning supplies and chemicals used in cleaning food service prep areas, floors when in the kitchen setting. As well as dust and debris that is common with the kitchen, office setting, etc...

BLOOD/FLUID EXPOSURE RISK: (check the right category)

Category I: Tasks involve exposure to blood, fluid, or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

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Terms Of Employment:

Up to 239 days of employment; salary to be established by the Board of Education. To be paid on the Certified Salary Schedule in accordance with years of experience.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: _____

*Previous job description was revised May 21, 2015.

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