

HUNTINGDON AREA SCHOOL DISTRICT

Title: Food Service Director

Reports to: Superintendent

JOB DESCRIPTION (July 2018)

SUMMARY: The Director of Food Services is responsible to the Director of Fiscal Operations for all aspects of the school district's Food Services Program as outlined below. The Director of Food Service will assume responsibility for the efficient management of the districts food service program. The Director of Food Services shall work within local, state, and federal statutes and regulations, and Board of Education policies and regulations.

QUALIFICATIONS:

1. Bachelor's degree in nutrition related fields, business administration or food service management required; Registered Dietitian preferred.
2. Minimum of 5 years of experience in a school (or related) environment managing a comprehensive food services operation aligned to the principles and practices of nutrition, dietetics, institutional food management, personnel management, budgetary requirements and warehouse operation, required
3. Proficient with personal computer using Microsoft Office and other food services related software, required
4. Excellent interpersonal and communication skills, both orally and in writing, required
5. ServSafe certification
6. Demonstrated ability to supervise and work with various groups of people in an educational environment.
7. Ability to use initiative and innovation in planning and implementing programs and procedures.
8. Such alternatives to the above qualification as the Board may find acceptable and reasonable.

JOB GOAL: To assure that each school child is provided with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring in conformance with local, state, and federal regulations and requirements including public health and safety.

SUPERVISES: Food Service Personnel

POSITION REQUIREMENTS:

Physical Demands Frequent travel to school district offices and classrooms.
Frequent walking throughout various buildings
Often sitting at desk for extended periods
Standing for limited periods of time
Moderate lifting from 15 to 40 pounds
Some carrying – up to 40 pounds

	Manual dexterity to use office and commercial food service equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, student work and computer screen Auditory acuity to be able to use telephone. Ability to speak clearly and distinctly
Work Environment	Generally, office setting and cafeteria preparation and service areas.
Temperament	Ability to work as a manager and member of a team Must be courteous and able to effectively manage staff and students. Must be cooperative, congenial and service-oriented, and promote these qualities in the department. Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions and give direction to others Ability to create and delegate assignments Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations Ability to use correct grammar, sentence structure and spelling Ability to compose clear, concise sentences and paragraphs Ability to organize office setting to efficiently accomplish tasks Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks, and directing staff Ability to communicate effectively at all organizational levels
Specific Skills	Ability to operate office and commercial food service equipment Ability to use computer technology efficiently Must appropriately handle confidential information
License	Valid Driver's License
Hours of work:	Minimum 8 hours per day, 12 month position Flexible time schedule - sometimes required being on site before 6 a.m. Must provide coverage and supervision of all special event functions

ESSENTIAL FUNCTIONS:

Conducts administrative and supervisory work coordinating all aspects of the district's Child Nutrition Program (CNP), including working to provide an environment for improving student health and nutrition in compliance with local, state and federal regulations and requirements. Additionally, the

Food Service Director works to adhere to all regulations and requirements for public health and safety. The job functions include administering, planning, directing, assessing, implementing and evaluating the program in order to meet the nutritional and educational needs of students.

PERFORMANCE RESPONSIBILITIES:

- Plans, directs, and budgets for food services for all schools.
- Assumes responsibility for the entire food service operation, including all program, personnel, menu, quality, and fiscal issues.
- Implements a program in compliance with the Nutrition Standards outlined in the National School Lunch and School Breakfast Programs;
- School menu planning and production and ability to use PrimeroEdge software;
- Completes and submits all required reports, financial and otherwise, to state and federal agencies.
- Completes research and purchases food and supplies for cafeteria programs utilizing USDA Procurement Requirements.
- Completes research and purchases of food utilizing USDA commodities to maximize available allotted commodity dollars.
- Maintains program in conformity with federal, state, and local program regulations, policies, and health standards, operating in a sanitary and safe environment.
- Orders food items and supplies as needed in a cost-effective manner and in conformity with the federal and state procurement laws and local procurement policies/procedures, and maintains inventories of food, supplies, and equipment.
- Examines all food service sites at school buildings on a regular basis to monitor program compliance to the National School Lunch and Breakfast programs, food safety compliance with Pennsylvania Health Department regulations
- Determine needed equipment repairs and maintenance.
- Develops and maintains a long-term capital plan for equipment and facilities.
- Works to provide nutritional and educational opportunities to students, staff, and the educational community.
- Consults with school principals and other administrators regarding services for special nutrition related events.
- Oversees and/or recommends the recruitment, appointment, assignment, supervision, and evaluation of food service personnel.
- Plans and tracks professional development training for food service staff in compliance with state and federal regulations.
- Develops and integrates employee safety regulations into all aspects of the food service operation.
- Supervises employees of a unionized workforce in compliance with collective bargaining agreement
- Oversees food service for students with special dietary needs;
- Determines eligibility and verification of free and reduced meals and processes annual verification;
- Oversees compliance with Direct Certification;
- Prepares for and responds to Administrative and Procurement reviews conducted by the Pennsylvania Department of Education.
- Community

- o Shall establish procedures for communication between and among the school, home and community.
- o Shall promote the District through a planned public relations objective that includes periodic attendance at school events, news releases, serving on selected school and community committees, and interacting with the staff, students and community as appropriate.
- o Shall maintain relations with other educational organizations, community organizations and school-related groups.
- o Maintain a positive school climate.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by the Administration.

EVALUATION:

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the district.

The position specifications described 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 individuals with disabilities to perform the essential functions.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF FOOD SERVICE DIRECTOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

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(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.gov. This institution is an equal opportunity provider.

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