

541.61 FOOD SERVICE DIRECTOR JOB DESCRIPTION

The Food Service Director is responsible for the preparation and serving of all meals. The Food Service Director manages the food service production and delivery system, including purchase and inventory of food and supplies. The Food Service Director will ensure conformance with food quality, nutrition, and productivity standards. The Food Service Director will train, manage and supervise food service staff, practice time management techniques, and ensure the highest possible customer satisfaction.

QUALIFICATIONS:

High School diploma required. Specialized training in food preparation and/or food service management with demonstrable computer, record keeping, and communication skills is highly preferred.

- At least eight (8) hours of food safety training within the past five (5) years or a complete eight (8) hours of food safety training within 30 calendar days of their starting date
- Directors must also complete at least twelve (12) hours of annual continuing education or training in administrative practices (including training in application, certification, verification, meal counting and claiming procedures) and any other topics as determined by FNS, as needed, to address School Nutrition Program Integrity or other critical issues

REPORTS TO:

Director of Business Services and/or District Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage free/reduced lunch program, including oversight of approval of applications and verification procedures
- Gather data for and complete monthly and annual food service reports such as Wisconsin School Day Milk Program, Commodity Distribution, National School Lunch meal counts and reimbursement claims
- Insure that the food service operates within established budgetary guidelines
- Assign, direct and supervise food service workers
- Assist in the hiring, transfer, promotion, demotion, or dismissal of food service workers
- Follow proper receiving, storage, and preparation techniques to insure that all food items are maintained at a high quality until consumed
- Plan, implement, and review all breakfast and lunch menus
- Maintain the highest standards of cleanliness and safety in the kitchen(s)
- Prepare all local and State reports as directed or required
- Implement strategies to create an atmosphere that will attract and retain customers
- Represent the food service program on District Wellness Committee
- Understand and implement safety procedures as required by the District
- Perform other duties as assigned
- Direct the expenditure of the food service budget

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is required to be on his/her feet for extended periods of time. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp utensils or carry pots and pans. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as crates, bags or cartons of canned food or fresh produce. The employee will sometimes push/pull items such as tables, or bulk food carts. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors. The employee will work near or with food preparation equipment. The employee may occasionally work with toxic or caustic chemicals such as degreasers and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

Legal Ref: Americans with Disabilities Act of 1990
Cross Ref: Policy 511 (Equal Opportunity Employer)
Legal Ref: Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), which amends Federal Regulations 7 CFR Parts 210 and 235, will become effective July 1, 2015

Adopted: October 27, 2010

Revised: September 28, 2016, November 15, 2023