

Target Range School District Position Description

Position Title: Food Service Director

Reports to: Superintendent

General Function and Scope

The Food Service Director oversees all aspects of the district's 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 guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Essential Functional Areas of Responsibilities: *Other duties may be assigned.*

Customer Service

- Establishes quality standards for the presentation and service of food.
- Implements a 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 food service 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 procedures 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 food service 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 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 Trustees, administrators, staff, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent with Board 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 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.

Supervisory Responsibilities: Supervises assistant cook and kitchen helpers.

MINIMUM QUALIFICATIONS:

Hiring Standards for NEW School Nutrition Program Directors per the Montana Office of Public Instruction for a school with the enrollment of Target Range School:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas,* **OR**
- Bachelor's degree in any academic major, **and** a State-recognized certificate, **OR**
- Bachelor's degree in any academic major, **and** at least one year of relevant experience in school nutrition programs, **OR**
- Associate's degree or equivalent educational experience, with academic major in specific areas,* **and** at least one year of relevant experience in school nutrition programs, **OR**
- High school diploma (or 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 sciences, nutrition education, culinary arts, business, or a related field.

PHYSICAL DEMANDS: *The physical demands 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.*

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand on hard surfaces. The employee will frequently bend or twist at the neck and trunk and lift while performing the duties of this job. The employee is required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools. The employee must often lift and/or move up to 50 pounds such as full milk crates, frozen foods, canned foods, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in higher than normal temperatures, colder than normal temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.