

# **Bandon School District #54**

## **Job Description**

**TITLE: FOOD SERVICE DIRECTOR**

**QUALIFICATIONS:**

- Knowledge/experience in the directing a food service operation
- Knowledge/experience in the operation and use of general & specialized kitchen equipment
- Knowledge of large quantity meal preparation, menu planning, and completing state, federal, and local reports
- Purchasing and Inventory skills
- Ability to learn and use MealTime meal accounting software.
- Experience in dealing with the public, co-workers and students.
- Ability to perform required clerical work accurately and within established timelines.
- Correctly and effectively use business English, spelling, punctuation and mathematics.

**REPORTS TO:** Superintendent

**JOB GOAL:** Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.

**PERFORMANCE RESPONSIBILITIES:**

- 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 the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
- Establish quality standards for the presentation and service of food.
- Implement a districtwide customer service driven policy that focuses on value and satisfaction.
- 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 foodservice program.
- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.
- Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.
- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.
- Menu planning, compliance for requirements from ODE and the USDA
- Verification
- Daily meal counts and records
- Employee scheduling
- Must obtain: ServSafe certification, first aid card, training in dealing with diabetic students (Red Cross)
- Ability to use commodities and order them monthly
- Food and Supply ordering
- Maintaining inventory
- Train Staff and keep records for required training
- Ensure kitchen accessories are properly maintained

#### TERMS OF EMPLOYMENT:

Salary and work year to be established according to the current schedule.

#### EVALUATION:

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