

TITLE: DIRECTOR IV, FOOD SERVICES

QUALIFICATIONS:

1. Successful experience in responsible administrative position in school food services
2. Completion of administrative dietetic internship/traineeship and registered dietician license preferred
3. Ability to establish and maintain effective working relationships with staff and community

REPORTS TO: Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To implement District nutritional and related goals by administering school food service program in effective and fiscally responsible manner

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and directs District food service operations including regular and special functions
2. Plans and administers menus including but not limited to recipe standardization, menu approval and preparation, pricing schedules and portion controls
3. Approves specifications for and procures foodstuffs, supplies and equipment; implements and monitors usage and controls
4. In conjunction with Fiscal Services, implements budget and accounting procedures related to cafeteria accounting in accordance with federal and state regulations; develops and prepares budgets; authorizes and monitors expenditures in accordance with established guidelines; recommends labor allocation models
5. Oversees District compliance with regulatory requirements and guidelines; conducts on-site visits to school cafeterias to monitor compliance with codes, regulations and established procedures
6. Supervises and evaluates staff as assigned; provides training and inservice for District food service staff
7. Works cooperatively with District administrators to provide food services appropriate to school programs; consults with staff, students and community as needed
8. Recommends changes in policies and procedures related to District food services; develops long- and short-term plans and activities; assists with design and remodeling of food service facilities
9. Directs maintenance and preparation of variety of program records and reports; prepares comprehensive reports as required
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 27

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.