

Director of Food Service

Classified Position - 7221

<u>Salary</u> Specialized Classified Position per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

Plans, organizes, directs and administers a school food service and nutrition education program. Basic responsibilities include program planning, personnel management, resource allocation and financial management, planning facilities, organizing and implementing a program of nutrition education, and establishing a program of marketing and communications

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Establishes a procedure for developing, implementing and evaluating goals and objectives for the school food nutrition programs
2. Establishes the organizational framework for achieving program goals and objectives
3. Administers and directs the implementation of school nutrition programs within a school district in compliance with federal, state and local regulations
4. Interprets school food service and nutrition education program needs to federal, state and local policy makers
5. Implements the appropriate use of information systems in the management of child nutrition programs
6. Establishes program standards and directs implementation to ensure operation of a nutritionally sound school nutrition program
7. Evaluates each school food service unit to determine its effectiveness in achieving program goals
8. Plans for the development, coordination and implementation of nutrition education as part of the school nutrition program
9. Establishes and implements budgeting and financial management systems consistent with local, state and federal requirements
10. Establishes a comprehensive program for personnel management in cooperation with managers, administrators and other appropriate personnel
11. Develops an effective system for quality food production and service
12. Establishes a system for the procurement and distribution of food and non-food materials
13. Determines facility needs
14. Implements sanitation standards and devices a system for control of microbiological infection
15. Implements standards and controls for safety in food service facility design
16. Establishes a school nutrition program marketing system for the district
17. Establishes effective working relationships with appropriate members of all departments in the school district
18. Develops and maintains an effective communication and public relations program
19. Implements research and development plans
20. Implements a program for continuous self-development and professional growth
21. Maintains regular and predictable attendance
22. Adheres to the professional code of ethics
23. Successfully utilizes technology as appropriate in job function
24. Performs any other duties assigned by the Superintendent

MINIMUM QUALIFICATIONS

1. A local school food service director is permitted to regain this position irrespective of the following:
 - o A bachelor's degree in Home Economics, Vocational Home economics, Institutional Food Management, Nutrition, Business Administration, Education
2. Other qualifications as established by the Hopkins County Board of Education