

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Director, Food Services</b>	<b>Job Code: 76005</b>
<b>Job Classification:</b>	<b>02 Non-Instr., District Based Administrator</b>	<b>EEO Line: 06</b>
<b>Job Class Category:</b>	<b>D Administrative Personnel</b>	<b>Job Description Supplement Code: 3</b>
<b>Reports to:</b>	<b>Assistant/Area Superintendent Business &amp; Finance</b>	<b>Salary Locator: Support Schedule 4</b>

### SUMMARY:

To provide quality meals which are nutritious, conforming to the dietary guidelines and well-accepted by our customers, the students, while operating a financially self-supportive program that complies with all guidelines and regulations.

### QUALIFICATIONS:

- 1) Master's Degree from an accredited educational institution in Institutional Food Service Management, Nutrition/Dietetics or related field
- 2) Registered Dietitian with Academy of Nutrition and Dietetics preferred
- 3) Five (5) years administrative experience in school food service, institutional food service or related experience
- 4) School Nutrition Association Certification and school Nutrition Specialist Credential eligible
- 5) Serv Safe certified
- 6) Valid Florida Driver's License and acceptable driving record
- 7) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations and local District policies as they relate to food service, purchasing and records retention and property control.
- (5) Knowledge of financial management techniques and modern food service management principles
- (6) Ability to manage and supervise employees
- (7) Demonstrate verbal and written communication skills, demonstrate leadership skills, and demonstrate nutrition knowledge and application.
- (8) Knowledge in marketing and knowledge in personnel management
- (9) Ability to work with various groups
- (10) Knowledge of computerized programs used in food service operations
- (11) Knowledge of equipment used in school food service
- (12) Knowledge of food protection and food safety principles and practices

### SUPERVISES:

Administrative and Classified Employees

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities Direct and coordinate all activities necessary for implementation, operation, evaluation and improvement of the District school food and nutrition services program.

- (4) Develop and administer policies, procedures, and guidelines consistent with District, State and federal regulations and established plans.
- (5) Organize and implement a program for the selection, purchase, storage and inventory control of food and supplies for all operations within the food service program.
- (6) Initiate financial policies, budgets and procedures necessary for proper fiscal control and operation of the food service program.
- (7) Develop and implement a system for collecting, analyzing, comparing, and reporting costs for each school operation, in order to evaluate cost-effectiveness of each program.
- (8) Develop, plan and evaluate menus based on recommended nutritional requirements, budgeted resources and solicited input from students, parents and managers.
- (9) Administer and comply with rules pertaining to the USDA donated foods program.
- (10) Administer and comply with rules pertaining to the National School Lunch Program, the School Breakfast Program, Summer Food Service Program, Snack Program and the Fresh Fruit and Vegetable Program.
- (11) Establish staffing formulas, determine labor allocations and assist food service managers in the staffing, selection and evaluation of personnel.
- (12) Plan, implement and monitor a process for identifying economically needy students which maintains confidentiality and expedites the receipt of meals in accordance with federal, State and local policies.
- (13) Establish and direct food preparation, handling and holding processes that provide for nutritious, wholesome, and safe food and meet State and local health department standards. Organize, direct and facilitate the testing and evaluation of food products recipes and equipment.
- (14) Establish safe working conditions, equipment and practices for all food service personnel.
- (15) Ensure clean and properly equipped work and storage areas that meet State and local health department standards.
- (16) Ensure compliance with District, State and Federal reporting requirements.
- (17) Develop, implement and evaluate training programs for personnel at all levels in the food service program.
- (18) Monitor food service operations at each school from both a fiscal as well as program perspective, evaluate the quality of staff performance, and periodically advise the principal of the school of applicable findings.
- (19) Coordinate the District Wellness Program for staff and students.
- (20) Facilitate the implementation of the Farm to School Program into procurement, procedures and menu offerings. Consult with school principals and administrators on matters concerning their support for an effective food service operation.
- (21) Develop and recommend specifications for the initial purchase and replacement of school food service equipment.
- (22) Coordinate the development of kitchen layout and equipment specifications required for new construction with assigned architects and facility planning personnel.
- (23) Coordinate maintenance of the food service equipment.
- (24) Administer the cafeterias and office computer systems.
- (25) Interpret the food service program goals and activities to the public.
- (26) Communicate effectively and clearly within and outside the department as needed to implement systems, introduce policies, or to disseminate information.
- (27) Establish effective relationships and coordination of departmental functions with schools, other District departments, services and personnel.
- (28) Serve as the resource person for school level nutrition education activities as necessary.
- (29) Provide food service recommendations to district's negotiator for collective bargaining activities.
- (30) Assist in administering agreements resulting from collective bargaining.
- (31) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (32) Perform all other non-instructional duties as requested by department director

#### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

June 4, 2013