

# *Magnolia School District*

## **DIRECTOR OF FOOD SERVICES**

### **DEFINITION**

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, coordinates and directs the District Food Services Program, assuring cost effectiveness and compliance with District, State and Federal requirements regarding nutrition, sanitation, safety, and purchasing and accounting functions; coordinates, directs and maintains wellness programs; supervises and evaluates the performance of assigned personnel; and other related duties as assigned.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Administers the National School Lunch, Breakfast Program, Child Adult Care Food Program; and the Summer Feeding Program;
- Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, budgeting, record keeping, State and Federal reporting);
- Publishes menus, makes available a variety of food choices that appeal to consumer preferences and manages food preparation activities;
- Maintain the highest standards of cleanliness and safety in the kitchen;
- Serves as an active member of the management team and upholds board policies, implements administrative guidelines/procedures;
- Advances the district's professional image, maintains open/effective communications and problem solving techniques to tactfully address and resolve questions/concerns;
- Encourages innovation, analyzes data to improve school operations and serves as an information resource and helps develop and implement the district's strategic plan;
- Provides staff leadership, engenders staff enthusiasm and teamwork to promote a safe, efficient, and effective work/learning environment;
- Administers the board approved budget for assigned areas of responsibility;
- Approves the purchase of supplies and equipment and ensures that program resources are equitably apportioned;
- Plans, procures, and manages supplemental service contracts related to assigned programs and manages cost control programs;
- Prepares bid specifications, obtains price quotes and prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.)
- Approves invoices for payment and prepares revenue/expense projections and maintains accurate inventory records;
- Pursues funding opportunities, helps prepare grant/foundation applications, implements funded proposals and complies with reporting requirements;
- Participates in food service staff selection and orientation processes, ensures the equitable distribution of workloads, arranges for substitutes during staff absences as needed and assist in the hiring, transfer, promotion, demotion, or dismissal of food service workers;
- Trains food service workers in procedures to effectively accomplish assigned duties, shares knowledge about new laws and advances inoperational procedures/equipment technology;
- Promotes professionalism, implements locally developed personnel appraisal standards;
- Ensures that meals meet United States Department of Agriculture (USDA) child nutrition guidelines;

- Uses standardized recipes to maintain quality control and monitors production sheets/work progress;
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.)
- Monitors temperature controls, address the needs of students with health conditions that necessitate dietary modifications;
- Helps staff as needed to meet established schedules;
- Oversees the cleaning/sanitization of equipment and the storage/disposal of leftover food;
- Processes applications and records for free and reduced cost lunch programs, accounts for all lunches and submits records to the appropriate authority at the district level;
- Helps with special district events;
- Participates in the budget planning, development, implementation and maintenance of inventory and expenditure control procedures;
- Supervises and evaluates all food service employees;
- Recommends food prices to be charged;
- Consults with principals regarding cafeteria needs and to promote student use of cafeteria;
- Attends monthly meetings in and out of district;
- Operates computers and prepares reports and surveys as required by the Business Office;
- Plans and facilitates monthly department meetings;
- Assist in the coordination and implementation of the District Wellness policy;
- Performs other related duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Methods and practices of a large-scale food operation;
- Health code regulations, work safety, Hazard Analysis Critical Control Permit (HACCP) and sanitation principles;
- Equipment utilization, maintenance and repair;
- State and Federal laws and regulations governing child nutrition programs;
- Eligibility and verification procedures for the State and Federal funded free and reduced price meal program;
- Food products, commodities, processing and food preparation methods;
- Principles of good nutrition and their application to school food service;
- Cost accounting techniques;
- Principles and practices of supervision and training;
- Oral and written communication skills;
- Report writing, correct English usage, grammar, spelling, punctuation and vocabulary

### **Ability to:**

- Provide technical direction and general supervision over the food service programs and personnel;
- Plan and implement nutritionally balanced menus which are healthful and appealing to students;
- Plan, organize and analyze all phases of food service operations, including food purchase preparation, service, transport and storage;
- Develop operating procedures and policies;
- Prepare written reports, policies, regulations, proposals, bid specifications, and correspondence;

- Select, train, and supervise food service and clerical personnel;
- Prepare written and oral reports;
- Operate current district technology;
- Maintain effective working relationships.

**Experience:**

- Three years of experience in quantity food preparation, including at least one year in a supervisory capacity with responsibility for meal planning, ordering of food and supplies, and department budget. Food Service experience in a school district.

**Education:**

- Bachelor’s degree from an accredited university or college with a major in institution management, dietetics, public health, foods and nutrition, hotel and restaurant management, business administration or closely related field.

**License(s):**

- Valid California Motor Vehicle Operator’s License;
- Must have a valid Serve-Safe certificate

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or office as needed. The employee’s primary responsibility is providing food services for students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- This assignment may involve sitting much of the time, but will involve walking or standing for extended periods;
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 65M  
 Revised: 2/02/76; 2/24/86; 4/26/93; 7/01/94; 6/29/16, 2/2018  
 Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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