



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Food Service	Food Service	Chief Operations Officer

<b>Position No:</b> 76005	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 1/28/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 5/13/03; 4/12/18

<b>MINIMUM QUALIFICATIONS</b>
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1. Bachelor's Degree in Food and Nutrition Science, Institutional Food Services Management or Business Management, Master's Degree preferred
2. Minimum of five (5) years experience in School Food Service.
3. Registered Dietitian (R.D) or School Food Nutrition Specialist (SFNS) preferred.
4. Successful experience in management and the compilation of organizational and financial reports.
5. Demonstrated ability to supervise personnel.
6. Knowledge of current computing technologies and software applications appropriate to the positions responsibilities.
7. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. Develops and administers a district-wide program for food and nutrition services, including program and planning, implementation and evaluation of the school meals program in compliance with sound business practices, school board policies, and state and federal laws.
2. Makes recommendation concerning policies, procedures and needs pertaining to the Food Service Department.
3. With input from the school principal, recruits, hires and evaluates food services managers and employees maintaining established staffing requirements.
4. Initiates, provides for and encourages in-service training and professional growth through a planned program of training for all food services employees to ensure maintenance of food services program standards.
5. Enhances the health and nutritional well-being of schools students by maintaining a nutritionally sound meals program and serving as a nutrition resource for the educational program.
6. Oversees fiscal management of the Food Service Program, including planning and preparation of the annual food services operations budget.
7. Oversees procurement and distribution of food, supplies, equipment, and government donated commodities.
8. Oversees the preparation and maintenance of program records and reports at the school centers and district food services office an prepares and submits program reports.
9. Provides for continuing program evaluation and improvement.
10. Assists in maintaining an active public relations program.
11. Represents the school system at appropriate conferences and meetings.
12. Performs such other tasks and assumes such other responsibilities as the supervisor may assign.

<b>PHYSICAL DEMAND CLASS:</b>
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Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.