

POSITION DESCRIPTION

TITLE:	Director of Food Service	SUPERVISOR:	District Administrator
DEPARTMENT:	Food Service	CLASSIFICATION:	Executive Support Staff

I. **Accountability Objectives:**

The Director of Food Service directs, administers, and evaluates all aspects of the Food and Nutrition Program in order to meet the educational and nutritional needs of children in the Colby School District. The Director of Food Service is responsible for directly supervising and evaluating food service employees, procuring equipment, maintaining productivity standards, and operating the Food and Nutrition Program within the annual budget. The Director of Food Service will assure program compliance with relevant federal, state and local policies, regulations and procedures. The Director of Food Service demonstrates cooperative teamwork, professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs

II. **Position Characteristics:**

Salary: Set Annually by Board of Education

Length of Contract: 12 Months

III. **Position Relationships:**

Reports to: District Administrator

Coordinates with: District Administrator; building principals; Director of Finance; district staff

IV. **Job Functions:**

- A. Provides leadership in implementing a district-wide food service program that focuses on customer satisfaction, nutrition integrity and product quality.
- B. Uses problem solving and conflict resolution techniques to facilitate organizational change.
- C. Develops and monitors annual program budget, operating within Board policy guidelines, to achieve a cost-effective, successful program.
- D. Maintains integrity and accountability of the Food and Nutrition Program through compliance with all federal, state, and local regulations. Assures necessary records are maintained.
- E. Advises Executive Director of Finance on food and nutrition regulations and policy development.
- F. Provides management recommendations for modifying the Employee Handbook as it relates to Food and Nutrition staff.
- G. Oversees the interview and recommendation process of candidates for all food service and substitute food service positions.
- H. Ensures all food service staff members are trained in all job duties.

V. **Position Qualifications:**

- A. Desired Qualifications (Desired qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR):

1. Bachelor's degree in Dietetics, Food Service Administration, Hotel and Restaurant Management or related field (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field); OR Bachelor's degree in any academic major and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major and at least 5 years' experience in management of school nutrition programs.
 2. Must have ServSafe Certification and/or current Wisconsin Food Manager Certification or obtain within thirty days of hire.
 3. Supervisory experience in a school or institutional setting;
- B. Preferred Qualifications (Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable):
1. Strong ability to relate to staff and public at all levels.
 2. Ability to coordinate and organize activities and projects in multiple buildings.
 3. Ability to work independently without direct supervision.
- C. Experience with computers and Microsoft Office and Google.
- D. Knowledge, Skills, and Abilities (May be representative, but not all-inclusive, of those commonly associated with this position):
- E. Environmental/Physical Requirements
1. Ability to lift up to 50 pounds, carry 50 pounds, and push/pull 35 pounds of force.
 2. Requires standing and walking on hard surfaces.
 3. Kitchen environment with moderate noise levels, temperature extremes from walk-in coolers to warm kitchens, higher humidity levels and standing on hard surfaces.

VI. Position Responsibilities:

- A. Assesses kitchen equipment and facility needs and works collaboratively with Buildings and Grounds for equipment replacement and remodeling.
- B. Implements a cost-effective procurement and inventory control system.
- C. Develops purchasing guidelines and practices to ensure purchased food items and supplies reflect regulatory requirements, policies, customer preference, district needs, and nutritional objectives.
- D. Assesses customer preferences, industry trends, current research, and product availability to assure development of cost-effective menus that maintain nutritional integrity and meet program guidelines.
- E. Communicates with building principals regarding program monitoring and changes.
- F. Collaborates with staff to accommodate students with special dietary needs as documented by a Physicians Order for Diet Modification.
- G. Oversees the implementation of a Hazard Analysis Critical Control Point (HACCP) plan and Wisconsin Food Code to reduce the risk of food-borne illnesses.
- H. Plans collaboratively with food service staff to provide professional development opportunities which meet personal development and organizational goals.
- I. Participates in professional development and complies with USDA Professional Standards regulation.
- J. Plans collaboratively with Summer School staff to provide summer meal opportunities for students.
- K. Other duties as assigned by the District Administrator.