

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Director of Food Services

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Food Service and Nutrition or Certified in Administration / Supervision or Educational Leadership.
- (2) Be certified through American School Food Service Association and/or be willing to obtain such certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of State Board of Education regulations, state statutes, federal laws, USDA regulations as they relate to food service, purchasing, records retention, nutrition, financial planning and warehousing and distribution. Ability to plan and manage a variety of functions. Skill in written and oral communication. Ability to manage the District's food service and distribution needs. Computer proficiency and knowledge of accounting and software used in financial management. Knowledge of the teaching / learning process in the school setting. Knowledge of state-of-the-art research and best practices in areas of responsibility. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to understand and interpret Florida Statutes related to curriculum requirements and school operations.

REPORTS TO: Assistant Superintendent for Administration

To provide an excellent nutritious food service program for students in participating schools, provide leadership in implementing nutrition education programs and to meet all federal, state and District standards.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Coordinate the development of new school food service facilities and remodeling with review of floor plans and equipment specifications with architects and facilities planning personnel.
2. Determine commodity needs, request such material from the commodity distribution center and supervise storage, distribution and use.
3. Coordinate and supervise the school food and nutrition service program to ensure that it is operated in accordance with federal laws, State Board of Education regulations and policies of the School Board.
4. Interpret and oversee the implementation of sanitation standards and take appropriate action concerning health inspections.
5. Submit recommendations for school operating plans and make recommendations relating to budget needs.

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6. Monitor food service operations at each school from both a fiscal as well as program perspective and, in conjunction with the Principal, evaluate the quality of staff performance.
7. Conduct annual USDA AccuClaim of Free and Reduced Meal Applications and Kitchen Operations.

Inter / Intra-agency Communication and Delivery

8. Interpret and promote the food service program goals and activities to the public.
9. Visit schools frequently to observe kitchen operations and address concerns of food service employees.
10. Assist in maintaining a positive public relations program.
11. Confer with principals and managers to address needs of the school and participation standards.
12. Meet periodically with managers to maintain a constructive flow of information.

Professional Growth and Improvement

13. Plan, promote and organize training programs for personnel at all levels in the food service program.
14. Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.

Systemic Functions

15. Assist each school principal in the supervision of all school food service employees including interviewing, recommending for reappointment, transferring and terminating.
16. Plan and direct bid specifications and buying, centralized purchasing and menu planning and coordinate orders and deliveries to obtain the best price, quality and service possible.
17. Prepare or assist in the preparation and monitoring of required District, state and federal reports.
18. Coordinate the development and publication of menus ensuring nutrition and program compliance with the approved meal pattern.
19. Assist school staffs, parents and students in promoting good nutrition and sanitation and point out educational opportunities which the school food service program offers.
20. Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food service program.
21. Assist in the establishment of staffing formulas, job classifications and personnel guidelines as necessary.
22. Plan and manage the District's school food service budget.
23. Monitor the District collection procedures according to federal free and reduced meal application guidelines.
24. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Leadership and Strategic Orientation

25. Recommend maintenance repairs and renovations necessary in the school food service program.
26. Conduct reviews of school food service programs annually as required by federal regulations.

27. Submit recommendations relating to school food service policies and regulations.
28. Prepare all required reports and maintain appropriate records.
29. Respond immediately to emergency situations.
30. Develop an annual needs assessment for the school food service program.

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: 12 Month

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

EVALUATION: Annually by the Assistant Superintendent for Administration

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

SALARY ITEM NUMBER: # 31-- Level IV