

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Food Service Director

Reports to: Superintendent

Job Class Code: 7466, 0070

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and
- ordering systems in accordance with district policy; instruct, train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
- Establish quality standards for the presentation and service of food.
- Implement a districtwide customer service driven policy that focuses on value and satisfaction.
- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate employee safety regulations into all phases of the school foodservice program.
- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.
- Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.
- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Education and Experience:

Effective July 1, 2015, a School Food Service Director must meet the following minimum education standards:

- Bachelor's degree, or equivalent education experience, with academic majors in specific areas\*; OR
- Bachelor's degree in any academic major; and state recognized certificate for school nutrition directors; OR
- Associate's degree or equivalent educational experience, with academic major in specific areas,\* and at least one year of relevant school nutrition programs experience; OR
- High school diploma (or GED) and at least three years of relevant experience in school nutrition programs.

A Food Service Director holding this position prior to July 1, 2015 may continue to serve in the existing position without having to meet the minimum education standards pursuant to 7 CFR parts 210 and 235.

LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years' experience.

*\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.*

### LICENSES AND OTHER REQUIREMENTS:

As prescribed in 702 KAR 6:045, the employee must complete the training course for certification of beginning school food service personnel. Pursuant to 7 CFR parts 210 and 235, at least 8 hours of food safety training is required within 30 days of the employee's start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually.

## IMPORTANT NOTES

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*