# Princeton City School District
# Job Description

**Job Title:** **Director of Food Service**
**Reports to:** **Director of Human Resources**
**FLSA Status:** **Exempt**
**Revised Date:** **April 17, 2009**

## GENERAL DESCRIPTION

The Director of Food Service will plan and direct a sound nutritional food service program to meet the needs of the school district within the government regulation boundaries by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Does plan the district's lunch menu in accordance with state and federal eligibility guidelines.
- Does coordinate the activities of workers engaged in preparing means in the school cafeterias.
- Does establish and provide necessary labor for each kitchen.
- Does develop the departments' annual budget and assumes responsibility for all accounting activities including revenues and expenses.
- Does prepare or supervise preparation of all required reports.
- Does prepare and submit all government reimbursements.
- Does enforce that all food and supply items are safe, sanitary and meet specifications appropriate for the department.
- Does ensure that all equipment in the department complies with all related safety and sanitation guidelines, is appropriate for the food production needs, and is properly maintained.
- Does supervise the preparation of all required reports for the district, federal and state programs.
- Does implement training for all department staff: current, new and substitute.
- Does ensure that absent employees are replaced with substitute employees in a timely fashion.
- Does administer the free and reduced price meal benefits program.
- Does coordinate the assignments and schedules of regular and substitute department staff.
- Does maintain up to date knowledge of technology utilized by the district and the department.
- Does perform other duties as are assigned.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of the district selected software is required.

- Must have the ability to apply knowledge of current research and theory based on district objectives.

**DIRECTOR OF FOOD SERVICES (continued)**

- Must have the ability to establish and maintain effective working relationships with students, peers, parents and community.
- Must have the ability to speak clearly and concisely in written or oral communication.
- Must have the ability to use computers and software where applicable.
- Must have the ability to perform duties with awareness of district requirements and Board of Education policies.
- Must satisfy the fingerprint/background clearance and pre-placement physical examination requirements.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college in relevant field. Must have previous experience as a dietitian manager or institutional food manager. Must have knowledge of nutritional science and menu planning. Experience using district selected computer software is required. Budgeting and bidding experience is required. Experience using large quantity food service equipment and production is required.

DIRECTOR OF FOOD SERVICE (continued)

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license if required by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or required by the Board of Education. Must be currently certified in the National Restaurant Association ServSafe course.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises employees. Carries out supervisory responsibilities in accordance with the district's policies and negotiated agreements. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**LANGUAGE SKILLS**

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

## TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education.

## EVALUATION

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

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*