

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: FOOD SERVICE DIRECTOR**

**REPORTS TO:** Director of Districtwide Services

**EXEMPT STATUS:** Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Oversee the functioning of the district-wide food service program, ensuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, safety and record-keeping; select, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

- Oversee a district-wide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Plans the master menu(s), assuring compliance with regulations and requirements; assure nutrition and dietary balance.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline or termination as appropriate.
- Oversee the preparation of the food service program operating budget; control and limit expenditures; analyze financial and operating statements.
- 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.
- 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.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.
- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
- Conduct employee meetings to discuss and explain operating policies; plan and direct in-service workshops and training programs for food service personnel.
- Plan, schedule and coordinate special events that utilize cafeteria facilities; compute costs of labor, supplies and food; assign personnel and order foodstuffs.
- Maintain regular attendance.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

### **ABILITY TO:**

- Plan, coordinate and manage a district food service program.
- Assure compliance with district, state and federal requirements relating to food service.
- Plan and supervise master menu planning.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedule and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

### **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Graduate of a college or university with a bachelor's degree in Food Service Management, Food Service Administration, Nutrition Care Management, Culinary Arts, Business Administration or Business Management, including at least 12 semester hours of course work in nutrition, quantity food preparation, facilities management, computer literacy and institutional management or an associate degree in one of the above-mentioned areas and three years experience as a school cafeteria manager or manager of a commercial, military or residential food service establishment.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.