

DIRECTOR OF FOOD SERVICE/WELLNESS COORDINATOR

JD LOCATOR: 2.46.2

Adopted: _____

Revised: 4/01, 10/09

REPORTS TO:	Assistant Superintendent for Operational Services
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To provide students with food of high nutritious quality following state guidelines in an atmosphere of cleanliness, cheerfulness, and personal caring.

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 individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Technical and administrative supervision of all personnel engaged in food service to ensure that the school lunch program meets the standards set for the school system and that school lunch facilities meet the sanitary and health standards set by local and state authorities.
2. Communicates and cooperates with building principals to ensure high quality food and services are provided.
3. Plans and prepares the school lunch menu using nutrition principles to meet USDA nutritional requirements. Provides information for publication and updates district web page. Reports free and reduced percentage to school administrators.
4. Applies for USDA commodities for school cafeteria use and directs their distribution and transfer.
5. Determines the need for food service personnel; interviews and selects qualified candidates.
6. Maintains inventory; orders and verifies the receipt of food service supplies.
7. Verifies and signs reports on the operation of school lunch programs in accordance with local and state requirements.
8. Prepares bid specifications for food, supply, and equipment.
9. Provides information to operational services for the preparation of payroll for food service personnel and payment of services and supplies.
10. Prepares annual multi-million dollar budget for department including position/salaries, food, new and replacement equipment, and repairs.
11. Determines and implements the financial requirements for a self-maintaining food service program. Advises the Assistant Superintendent for Operational Services of budgetary matters applicable to food service to ensure a financially self-maintaining program.
12. Assists in the design of new cafeterias and the specifications for purchasing of equipment.
13. Administers the free and reduced USDA federal breakfast and lunch programs, which include processing of 2,500 to 3,000 free and reduced applications, oversees the free and reduced scanner system.
14. Works closely with parents to fill out the lunch application.
15. Assists in past due lunch account collections.
16. Plans promotional events to promote the school breakfast and lunch programs.
17. Conducts training sessions for cooks and substitute cooks and schedules monthly kitchen manager meetings.
18. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained. Works closely with the Department of Health inspectors.

19. Assists administrators and community organizations with events using school kitchens.
20. Contacts substitutes as needed for the food service department.
21. Works closely with district teachers to promote a better understanding of nutrition and how the kitchen works.
22. Works with school nurses for special diet needs. Purchases items and implements training of their use for the special needs.
23. Acts as the chair for the school Wellness Program. Serves on Wellness committee.
24. Serves on committees that assist in emergency or pandemic outbreaks.
25. Plans and organizes staff wellness activities and opportunities.
26. Plans and organizes student wellness activities and opportunities.
27. Applies for grants or other programs such as the summer feeding program.
28. Reports and supervises any programs for which the district is qualified.
29. Works with after school program to provide meals and reporting for snack and/or lunches.
30. Reports to superiors on progress in participation, resource utilization, and production performance.
31. Trains all food service personnel and others on civil rights mandatory by SLP.
32. Maintains district bulk mail account.
33. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Overall supervision of employees in the school nutrition department.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Five (5) years related food service management experience in a school, hospital, or industrial food service operation.
3. Maintain at least a Level 1 Certification by School Nutrition Association.
4. Serv Safe Certification.
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
2. Ability to compute rate, ratio, and percent.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems collect and analyzes data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Ability to use the AS400 lunch program, power school, school messenger, keystone, excel, word, tiger net, DESE web page, favors, and nutria kids computer programs.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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.

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to open flame, toxic or caustic chemicals, and risk of electrical shock. Exposure to extreme hot/cold temperatures is usually moderate. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

 Employee's Signature

 Date

 Supervisor's Signature

 Date