

Job Title: Food Service Director**Department: Child Nutrition Services**

Full-time

Role and Purpose:

Direct and manage the food service program and supervise district food service operations. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices and maintain a safe and sanitary environment.

Qualifications:

- High school diploma or GED
- Continued education in the field; five years experience in food service management
- Three years experience in food service environment
- Ability to train food service staff in food prep and equipment
- Ability to service food service staff including managers
- Ability to interpret policies, procedures, and data with director
- Strong organization, communication, and interpersonal skills
- Ability to lift 30 pounds.
- Assist in preparation of foods, meats, vegetables, salads, following established Food Service methods and recipes
- Knowledge of menu planning, food purchasing, and preparation of foods in food service environment
- Ability to work at a fast pace for duration of shift
- Ability to understand and follow written and verbal instructions
- Ability to interpret policy, procedures and data
- Pleasant demeanor; ability to work with staff, parents and children
- Ability to manage budget and personnel
- Ability to coordinate district functions
- Background and fingerprinting check passing
- Strong organization, communication, and interpersonal skills

Major Responsibilities (other duties may be assigned)

- Direct and manage district's food service program
- Develop menus and production sheets that meet established nutritional requirements for students, weekly
- Work cooperatively with campus principals to create lunch schedules and resolve personnel issues
- Develop standardized recipes to meet USDA nutritional guidelines
- Work actively with managers in training to develop necessary skills for effective cafeteria management.
- Process, monitor and maintain all of the food and beverage ordering for the campus.
- Maintain ordering process for all USDA commodities
- Assist with caterings and special events as directed
- Assist Director with the inventorying and implementation of all cash procedures.
- Operate summer food service program as directed
- Establish and direct process of providing free and reduced applications following USDA and TEA guidelines for meal eligibility and reimbursement of federal funds.
- Assist in preparation of foods, meats, vegetables, salads, following established Food Service methods and recipes
- Set up serving line, condiments, etc.
- Follow assigned prep, service and clean-up schedule
- Operate cash register during breakfast and lunch
- Identify meals sold by type and process
- Perform other duties as assigned in preparation, service or clean-up of meal service to students.
- Develop and maintain written department procedures for all food service operations.

Equipment Used: Computerized point of sale system, electronic cash register, can opener, telephone, knives, fruit chopper, steam table, heat lamps, food warmer, slicer, mixer, stove, oven, till skillet, steamer, telephone, copier, fax, adding machine, personal computer, sharp cutting tools, microwave, disposals, dishwashers, food and utility carts and other as needed.

Supervisory Responsibilities:

Contribute to the performance evaluation of cafeteria managers and campus staff assigned to the area of the food service in conjunction with the director.

Supervise and evaluate performance of cafeteria managers and support staff assigned to the area of food service. Comply with the federal and state law, State Board of Education rules, and board policies in food service area. Compile, maintain, and file all physical and computerized reports, records, and other documents required. Prepare necessary data for processing of food service payroll.

Administer food service budget and ensure that the programs are cost effective and funds are manage prudently. Supervise inventory and stock control program of food and supplies.

Assist in development training operation and improvement plans to ensure exemplary operation in the food service area.

Compile budgets and cost estimates based on documented program needs.

Assist with development of a cost effective and efficient system of procurement of all food meeting federal procurement and TEA standards.

Initiate purchase orders and bids in accordance with budgetary limitations and district policies.

Approve and forward invoices and purchase orders for food service department to accounting department.

Recommend disposal of obsolete equipment and replace equipment as necessary.

Ensure proper ordering and storage of USDA commodities meet all governmental procedures and policies.

Evaluate job performance of employees to ensure effectiveness.

Recruit, train, and supervise campus personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Ensure that measures are in place and operations to protect food, supplies and equipment in school cafeterias, lunchrooms, and warehouses.

Implement safety standard that conform to federal, state, and insurance regulations and develop a program of preventive safety.

Correct unsafe conditions in work areas and report any conditions that are not correctable immediately.

Develop and ensure completer HACCP procedure and standards for the department.

Maintain safety standards that confirm with federal, state and insurance regulation and develop a program for preventive safety.

Attend professional growth activities to keep abreast of innovative techniques for food service operations.

Respond to after hour emergencies as needed.

Shall comply with District policies, as well as state and federal laws and regulations.

Shall comply with the standards of conduct as set out in Board Policy DH (legal) and (local) and with any other policies, regulations and guideline that impose duties, requirements, or standards.

Perform disaster duty when needed.

Perform any other duties assigned by the administration.

Working conditions:**Physical Demands:**

- Ability to work well under high pressure, good vision, hearing, clear speech, manual dexterity, and cleanliness
- Ability to walk distances, capable of stooping, kneeling, sitting bending
- Ability to stand for long periods
- Ability to work in a varied environment with extreme temperature changes.
- Ability to tolerate dust, adept at working with and around mechanical and electrical equipment
- Ability to tolerate working with kitchen cleaning chemicals using provided PPE's

Environment:

- Work well with and around others
- Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent district wide travel. Work well around others. Ability to tolerate loud noises for long periods of time.

Full-time

Role and Purpose:

Supervise district food service operations. Assist in planning and implementing programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices and maintain a safe and sanitary environment.

To assist in providing attractive, high-quality, nutritious meals to students.

Qualifications:

- High school diploma or GED
- Continued education in the field; two years experience in food service management
- Three years experience in food service environment
- Ability to train food service staff in food prep and equipment
- Ability to service food service staff including managers
- Ability to interpret policies, procedures, and data with director
- Strong organization, communication, and interpersonal skills
- Ability to lift 30 pounds.
- Assist in preparation of foods, meats, vegetables, salads, following established Food Service methods and recipes
- Ability to work at a fast pace for duration of shift
- Ability to understand and follow written and verbal instructions
- Ability to read simple information/materials.
- Pleasant demeanor; ability to work with staff, parents and children
- Background and fingerprinting check passing

Major Responsibilities (other duties may be assigned)

- Supervise campus food service program
- Plan menus and production sheets that meet established nutritional requirements for students, weekly
- Work cooperatively with Child Nutrition Director and campus principals to resolve personnel issues
- Develop standardized recipes to meet USDA nutritional guidelines
- Work actively with managers in training to develop necessary skills for effective cafeteria management.
- Process, monitor and maintain all of the food and beverage ordering for the campus.
- Maintain ordering process for all USDA commodities
- Assist with caterings and special events as directed
- Assist Director with the inventorying and implementation of all cash procedures.
- Operate summer food service program as directed
- Assist with free and reduced application processing as assigned.
- Assist in preparation of foods, meats, vegetables, salads, following established Food Service methods and recipes
- Set up serving line, condiments, etc.
- Follow assigned prep, service and clean-up schedule
- Operate cash register during breakfast and lunch
- Identify meals sold by type and process
- Perform other duties as assigned in preparation, service or clean-up of meal service to students.

Equipment Used: Computerized point of sale system, electronic cash register, can opener, telephone, knives, fruit chopper, steam table, heat lamps, food warmer, slicer, mixer, stove, oven, till skillet, steamer, telephone, copier, fax, adding machine, personal computer, sharp cutting tools, microwave, disposals, dishwashers, food and utility carts and other as needed.

Supervisory Responsibilities:

Contribute to the performance evaluation of cafeteria managers and campus staff assigned to the area of the food service in conjunction with the director.

Comply with the federal and state law, State Board of Education rules, and board policies in food service area.

Assist director to ensure that programs are cost effective and funds are managed prudently.

Supervise inventory and stock control program of food and supplies.

Assist in development training operation and improvement plans to ensure exemplary operation in the food service area. Collaborate with director to evaluate job performance of employees to ensure effectiveness.

Recruit, train, and supervise campus personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Ensure that measures are in place and operations to protect food, supplies and equipment in school cafeterias, lunchrooms, and warehouses.

Implement safety standard that conform to federal, state, and insurance regulations and develop a program of preventive safety.

Correct unsafe conditions in work areas and report any conditions that are not correctable to director immediately. With director, develop and ensure complete HACCP procedure and standards for the department.

Attend professional growth activities to keep abreast of innovative techniques for food service operations.

Respond to after hour emergencies as needed.

Shall comply with District policies, as well as state and federal laws and regulations.

Shall comply with the standards of conduct as set out in Board Policy DH (legal) and (local) and with any other policies, regulations and guideline that impose duties, requirements, or standards.

Perform any other duties assigned by the administration.

Working conditions:

Physical Demands:

- Ability to work well under high pressure, good vision, hearing, clear speech, manual dexterity, and cleanliness
- Ability to walk distances, capable of stooping, kneeling, sitting bending
- Ability to stand for long periods
- Ability to work in a varied environment with extreme temperature changes.
- Ability to tolerate dust, adept at working with and around mechanical and electrical equipment
- Ability to tolerate working with kitchen cleaning chemicals using provided PPE's

Environment:

- Work well with and around others
- Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent district wide travel. Work well around others. Ability to tolerate loud noises for long periods of time.

Full-time

Role and Purpose:

Assist manager with food/meal preparation and in completing daily reports. Maintain cash receipts and meal ticket records. Maintain high standards of quality in food production, sanitation, and safety practices. The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Qualifications:

- Completion of sufficient education or training to read, write and follow verbal and written instructions. Must obtain a food handler certification as required.
- Knowledge of food preparation, service and storage.
- Skill in food preparation.
- Skill in cleaning facility, equipment and utensils.
- Skill in operating manual and motorized food processing equipment.
- Skill in operating cash register.
- Skill in applying arithmetic to food service practices.
- Ability to organize and prioritize work responsibilities.
- Use kitchen equipment, including electric slicer, mixer, tilt skillet, ovens, sharp cutting tools and cleaning chemicals.
- Use cash register and adding machine.
- Handle money and change.
- Stand, walk, push, and pull weight on a continual basis.
- Use hands continually to include grasping, both firm and light, kneading, keying and exposure to chemicals and water.
- Lift and carry up to 10 lbs. from floor to chest and overhead.
- Lift and carry up to 30 lbs. frequently from floor to chest.
- Lift and carry over 30 lbs. occasionally from floor to chest.
- Stoop, bend, kneel and climb frequently.

Major Responsibilities (other duties may be assigned)

- Prepare quality food and baked goods according to a planned menu of tested uniform recipes.
- Prepare a variety of food items, beverages, and garnishments in a timely manner to ensure customer satisfaction and eye appeal.
- Serve food according to meal schedules, department policies and procedures.
- Monitor the food temperature requirements.
- Operate cash register and computer as needed.
- Follow established cashier procedures and guidelines for counting cash drawer and audit report daily. Account for all overages and shortages in cash redeemed for any given meal period.
- Communicate with cafeteria manager any contradictions in production amounts served, recipe yields and supplier shortages.
- Maintain food and beverage supplies for adequate and timely service and maintain a clean and organized work and storage area.
- Properly store and care for food items and supplies. Use and care for equipment in a safe and efficient manner, especially knives, hand or electric mixers, and ovens.
- Assist manager in completing established procedures of day-end process on computer as needed.
- Scrub and polish counters, steam tables, and other equipment.
- Follow established procedures and standards for cleanliness to ensure a healthy and safe environment; duties include sweeping, mopping, and ware washing.
- Maintain garbage collection site and kitchen floor areas in a neat and sanitary fashion.

- Maintain personal appearance, hygiene and uniform policies and standards.
- Provide assistance to campuses/departments as requested.
- Work collaboratively to improve programs.
- Participate in professional development that increases effectiveness and improves District performance.
- Interact positively with employees and the community to provide needed information and to promote the District in a favorable manner.
- Participate in team building activities and the decision-making process as appropriate.
- Communicate and collaborate with campus/department staff to enhance service delivery and customer satisfaction.
- Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
- Perform other job-related duties as assigned.