

Mountain Home Public Schools
Job Description

Title: Director, Food Service

Department: Food Services

Reports To: Director, Auxiliary Services

1 Summary

Directs the district's food service program (K-12 Grades) in compliance with local, state and federal regulations and requirements including public health and safety.

2 Essential Duties and Responsibilities

- Oversees and coordinates the daily operation of the District's food service program
- Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.
- Coordinates on-the-job training to staff in areas of food production, sanitation etc.
- Supervises, hires and oversees evaluation of employees.
- Develops specifications for, solicits competitive prices and requisitions all food, equipment and supplies for the department.
- Develops and maintains good vendor relationships and supervises integrity of bids and invoices.
- Plans menus that conform to federal regulations and provide nutritional and appetizing foods.
- Evaluates meal costs and recommends changes as appropriate.
- Prepares and oversees the annual food service budget.
- Audits and approves employee payroll documentation.
- Approves work orders for maintenance of facilities and equipment.
- Supervises procedures and accuracy of Free and Reduced meal benefits eligibility and reporting.
- Oversees compliance with USDA commodity food program, including ordering, inventory, storage, and allocation of funds.
- Oversees Federal Claim for Reimbursement. • Assists in the planning of new kitchen facilities.
- Oversees compliance with public health regulations and record keeping.
- Communicates regularly with various internal and external publics to develop and maintain a positive school/community relationship.
- Oversees banquet planning and preparation

Other duties as may be assigned.

3 Supervisory Responsibilities

Supervises office staff, kitchen managers and a large number of food service workers.

4 Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in Sections 4.1–4.6 are representative of the minimum amount of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1 Education and Experience Bachelor of Science in Food Service Management or Nutrition preferred. Experience in management of mass food service industry required.

4.2 Certificates, Licenses, Registrations Registered Dietitian status preferred.

4.3 Language Skills

4.3 Language Skills Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of consumers or employees of organization.

4.4 Mathematical Skills Ability to calculate figures and amounts such as discounts, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

4.5 Reasoning Ability Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

4.6 Other Skills and Abilities Working knowledge of quantity food preparation, sanitation principals, menu planning, inventory control, record keeping, and production schedules. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

5 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 and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. The employee is frequently required to travel to various locations

within the district. Specific vision abilities required by this job include close vision, color vision, and depth perception.

6 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 quiet to moderate. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, and work irregular or extended work hours.

Disclaimer The information contained in this job description complies 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 currently holding this position and additional duties may be assigned.