

Food Service Director (Large School District with more than 10,000 students)

Job Title: Food Service Director
Department: [District Dependent]
Date Developed: XX
Date Revised: XX
Reports To/Evaluated by: [District Dependent]

Job Description Summary:

The Food Service Director oversees all aspects of School Nutrition Programs for [School District] in compliance with federal and state laws and regulations, local and state health ordinances, and district policies. This includes administering, planning, directing, assessing, implementing, and evaluating the school nutrition program.

The Food Service Director is committed to and advocates for the values of child nutrition programs. He or she utilizes exemplary leadership and communication skills to support strong working relationships with staff, students, distributors, and the school community, and serves as a resource for the district concerning nutrition education and appropriate child dietary needs.

Essential Duties and Responsibilities

1. Plans, organizes, coordinates, and directs the district food service program, including the management of the central kitchen and any satellite service or food preparation operations.
2. Plans, organizes, develops and implements policies and operational procedures which ensure adherence to district, state, and federal USDA policies, regulations, and guidelines pertaining to an effective and efficient food service program, including emergency food preparedness.
3. Plans, organizes, and coordinates the daily operations of the school lunch and breakfast programs.
4. Establishes and maintains standards for quality and quantity control, cleanliness, and sanitation based on district, state, and federal policies and regulations.
5. Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
6. Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.
7. Evaluates and incorporates appropriate foods from USDA commodity program into the weekly menu plan.
8. Monitors and evaluates the purchasing, receiving, storage, and distribution of food and non-food items, supplies, materials, and equipment. Approves the procurement of products and supplies.
9. Plans, organizes, and conducts personnel in-service and orientation training programs.
10. Reviews, monitors, and evaluates the performance of food service personnel. Establishes procedures for the selection, assignment, transfer, and discharge of food service employees in accordance with established policies. Hears and negotiates settlement of departmental employee grievances and complaints as appropriate.
11. Analyzes food service operations and financial statements and takes corrective action.
12. Develops and recommends changes to food service program policies and procedures.
13. Serves as a liaison with school administrators and the food service administrative staff in the management and operation of the food service program.
14. Participates in administering the food service budget including revenue projections and control of expenditures in accordance with established financial management principles.
15. Directs the development of public information materials and media releases pertaining to school food service programs and meets with students, teachers, parents, vendors, employees, and community groups to promote school food service programs.

16. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and professional standards. *Optional duties based on specific topics are provided below. Use these or create your own to tailor the job description to fit your school district's priorities, goals, and interests.*

Farm to School emphasis:

- Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
- Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.
- Commitment to the use of seasonal, sustainably produced and local products to the greatest extent possible.
- Desire to incorporate farm to school programming in school district menus by using fresh, seasonal, sustainably grown produce and products while building positive community partnerships.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

From Scratch Cooking emphasis:

- Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
- Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.

School Wellness emphasis:

- Assists in and provides the School Wellness Committee information regarding health, physical activity and nutrition for children.
- Desire to participate in the School Wellness (or Lunch) Advisory Committee.
- Desire to implement Smarter Lunchroom or behavioral economic principles that promote comfortable eating environments and healthy food choices for students.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

Minimum Educational Qualifications:

Please refer to [USDA hiring standards](#).

Must have at least one of the following:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas. *
- Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.

* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field

Desired Knowledge, Skills, and Attitudes:

- Knowledge of local, state, and federal regulations regarding school food services nutritional standards, sanitary and safety standards, dietary guidelines, and reporting requirements.
- Knowledge of procedures, policies, practices, and methods of quantity food service operation, including emergency food planning.
- Knowledge of computer applications including Microsoft Word, Excel, and Outlook.
- Knowledge of and ability to translate knowledge of sustainable food preparation, recipes and menus and utilize them in the ongoing implementation of the program.
- Knowledge of nutrition, dietary values, food composition, and economic food substitutes.
- Knowledge of K-12 food service software systems including operating application management, point of sale, and back office management systems.
- Knowledge of facilities management and maintenance: facility designs, food and equipment specification, warehouse and central production facility operation, profit and loss analysis, and procurement procedures.
- Knowledge of principles of management and productivity in utilizing staffing formulas and establishing production standards.
- Ability to manage district-wide maintenance.
- Ability to effectively communicate program values and goals within the school community with excellent verbal, written, and interpersonal communication skills.
- Ability to collaborate, establish and maintain positive relationships with diverse community partnerships.
- Ability to supervise, train, and empower employees.
- Commitment to the use of seasonal, sustainably produced and local products to the greatest extent possible.
- Desire to incorporate farm to school programming in school district menus by using fresh, seasonal, sustainably grown produce and products while building positive community partnerships.
- Desire to participate in the School Wellness (or Lunch) Advisory Committee.
- Desire to implement Smarter Lunchroom or behavioral economic principles that promote comfortable eating environments and healthy food choices for students.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

Physical Demands:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of a job.

- Ability to smell, taste, and feel, in order to determine quality of raw and prepared food products.
- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks.
- Ability to stand, stoop, reach, and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to stand for long periods.
- Ability to walk long distances.
- Ability to lift, push and/or pull objects, which may approximate 50 pounds.
- Ability to work with, and in the proximity of, equipment with moving mechanical parts.
- Ability to tolerate exposure to conditions of extreme heat in kitchen.
- Ability to tolerate occasional exposure to loud noise in the work environment.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with district administrators, staff, vendors, parents and others encountered in the course of work.

Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements.

Terms of Employment and Evaluation:

Employed for a prescribed term, salary, benefits, and other working conditions to be determined by district policy, federal, and state law as well as appropriate funding from state, federal, and/or passage of levies.

Performance of said duties will be evaluated in accordance with provisions of the Board's Policy on Evaluation Classified Personnel.

Acknowledgements:

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