

Washington West Supervisory Union Job Description

JOB TITLE: Food Service Program Director

FLSA STATUS: Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To provide school district children with food of high nutritious quality in an environment that is clean, safe, attractive, and pleasant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Personnel

- Responsible for interviews, screening, and recommending the appointment or dismissal of cafeteria personnel.
- Responsible for assigning and scheduling staff in all locations and makes recommendations for additional staffing to meet the changing needs of the department.
- Responsible for overseeing the evaluation process of all personnel.
- Addresses any personnel problems and concerns that may arise within the Food Service Department.
- Establishes and revises as necessary standard personnel procedures to carry out administration and school board policy.
- Provides assistance to the Human Resources Department in the development of all job descriptions for cafeteria personnel.
- Submits all payroll information to the Central Office for bi-weekly payroll.
- Responsible for designing and keeping updated food service training manuals and training schedules for all food service positions.
- Oversees the documentation of all scheduled training sessions for food service personnel. Has acknowledgement of training sessions signed and filed into individual employment files.
- Manages department in such a way to minimize grievances and employee conflicts.
- Oversees a proactive role in recruitment of potential employees within the food services department and anticipates potential vacancies.
- Maintains notes regarding personnel issues to help with the administration of workers compensation, unemployment, and disability claims to save guard the District's best interest.
- Responsible to make sure that work place injuries are kept at a minimal. Takes measures to keep facility in good repair and employee's safe.
- Evaluates Food Service Supervisor.

Financial Management

- Prepares and administers the department budget.
- Coordinates and reviews with the Accounting Supervisor the generation of all reports and record keeping requirements of the Food Service Department.
- Prepares monthly state reimbursement claims and reports.
- Understands and utilizes Child Nutrition web site to file claims for reimbursement. Files reimbursement claims on a timely basis and preferably within 10 days of the close of the month.
- Must be able to utilize appropriate attendance files in order to accurately process financial reports.
- Actively promotes the utilization of the free and reduced breakfast and lunch programs.

- Processes all required applications for free and reduced participation. Assures confidentiality of said applications as the District policies and Administrative team define.
- Provides monthly analysis (as defined by the Chief Finance Officer, CFO) of food service program profit/loss and recommends any price changes necessary for the various types of lunches, including the price of milk based on a "break even" philosophy.
- Review accuracy of all invoices and prepare purchase orders to ensure that a proper and timely payment is made. Oversee the execution of proper credits from vendors as pricing issues are identified.
- Actively participate in the School Food Service Directors Association, for as long as the CFO sees a value to said participation for the WWSU Food Service. Actively ensure through said Association that other school districts of lesser resources have their best interests supported.
- Oversee the best practice and financial management of the lunch program, breakfast program and the ala carte program. Report each program to the CFO for modification and continuance decisions. Provide leadership input to the CFO and WWSU on managerial best practices surrounding the food service operations and/or any business practice as so directed.

Purchasing

- Processes all deposits and receipts for the Food Service operation.
- Monitors the purchasing of the food and supplies.
- Receives shipments and ensures that the storage room is stocked accordingly.
- Provides recommendations and cost analysis to Supervisor regarding involvement and participation in purchasing cooperatives.
- Oversees and coordinates the maintenance, repair and replacement of all food service equipment.
- Prepares specifications and bid conditions for all items requiring such bids by law, board, or administrative policy.
- Stays abreast of new products and equipment as it is introduced to the market. Test markets new products for acceptability to customer base.
- Purchases and supervises installation of all new and replacement equipment.
- Makes application for government surplus food for school cafeteria use and directs its distribution and transfer.
- Oversees the weekly inventory and ordering processes of supplies and food products. Ensures that there is a minimum of 10 days working supply of all inventory and a 30 day supply of all frozen products so that measures are in place in the event of an emergency or disruption of the food supplies.
- Coordinates and ensures implementation of safe food handling techniques. Modifies employee training to further safe guard food stuffs and there proper handling procedures. Reports to CFO all new technology and related costs for ensuring safety around food service issues.
- Attempts to manage food stuff inventory, both purchased and government supplied in such a way that ground beef products, and other susceptible food stuffs are stored for a minimum of 60 days before consumption. This procedure will help to ensure that recalls occur prior to consumption.
- Coordinates monthly inventory for financial record keeping.

Planning & Maintenance

- Consults, as needed, with school planners and architects on plans and specifications for new or renovated food production facilities. Provides in depth consultation on design and layout of all food service areas. Provides expertise in time and motion efficiencies.
- Keeps abreast of new developments in the field of food by way of workshops, seminars, conferences, etc.

- Keeps current and active in pending State and Federal legislation regarding Child Nutrition Programs.
- Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
- Coordinates with the Director of Facilities and/or School Principals specific requirements concerning the proper maintenance, repair and cleaning of the physical plant.
- Repairs or arranges for repair of equipment in the need of service.
- Make recommendations to Supervisor (CFO) and/or building Principal(s) related to each physical plant set-up with in the WWSU and member school districts, if required. Participates with the CFO and the building administrator on tenets surrounding food service operations and food service facilities.
- Oversees the security of food service areas, food service inventory and food storage facilities.

Sanitation & Safety

- Establishes standard levels of cleanliness, health and safety.
- Establishes with WWSU Director of Facilities preventative maintenance schedules for food service facilities and equipment. Schedules should be set up on a monthly, quarterly semi-annual and annual basis for execution. Evaluate and review schedules.
- Works in collaboration with the Director of Facilities to ensure that new equipment, existing equipment and facilities and designed and maintained in such a way as to minimize energy consumption and maximize efficiencies of resources.
- Ensures the school lunch facilities and operations meet standards of cleanliness, health, and safety.
- Stays abreast of all local and state health, safety laws and regulations as it applies to Food Service.

Public Relations & Communications

- Follows directives of governing boards to ensure the goals and objectives of the Food Service Program are being met.
- Promotes the Food Service Program through positive public relations.
- Acts as a resource to school educators in the instructional units pertaining to nutrition.

General Food Service Operations

- Oversees the planning of menus based on nutritional adequacy, federal standards, and pupil acceptance.
- Conducts regular evaluations of Food Service Program including all food service staff.
- Oversees the development of standard portions for food service related to lunches.
- Oversees the preparation, storage and serving of government commodities.
- Performs all other duties as assigned which are not specifically set forth in the proceeding outline.
- Direct contact with parents, students, teachers, administrators and staff within the WWSU and member school districts on a daily basis.

SUPERVISION RECEIVED: Reports to and evaluated by the HUHS Co-Principals and Chief Finance Officer.

SUPERVISORY RESPONSIBILITIES: Is responsible for the overall direction, coordination, and evaluation of the employees within the food service program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree or higher, or equivalent, in either nutrition, home economics, (restaurant management), business management, culinary or related field or a combination of education and experience from which comparable knowledge and skills are acquired. Plus five years of experience in the field of nutrition, food preparation, restaurant operation or school food service programs, including at least five years in a supervisory capacity. Has a working knowledge of all local and state health, safety laws and regulations as it applies to Food Service.
- **Language Skills.** Ability to read, analyze, and interpret business-related journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Must have a good working knowledge of computers. Proficient skills and experience with Microsoft Word and Excel desirable. Ability to effectively utilize direct ordering programs for primary vendors with minimal training.
- **Reasoning Ability/Mental Requirements.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is constantly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, and taste or smell. The employee must often lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to work in a highly stressful environment that requires one to make quick decisions and handle multiple tasks simultaneously.

WORKING CONDITIONS: While performing the duties of this job, the employee is constantly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles. The employee is regularly exposed to toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.