

## Dolores School District Re-4A

**Position Title:** Food Service Director

**Reports to:** Superintendent

### **POSITION SUMMARY**

The Food Service Director is responsible for planning sound menus incorporating efficient production techniques, effective marketing and nutrition consciousness. The Food Service Authority (FSA) is also to practice knowledgeable and ethical purchasing practices including cost controls, product evaluation/inspection, and product maintenance. The FSA is to implement and promote sanitation and safety practices in all phases of school food service to meet established standards. The FSA is to maintain accurate systems of accountability regarding finance, budget, Free and Reduced records, time cards, personnel forms, purchasing, safety, and state required meal counts. The FSA is responsible for training, supervising, and evaluating Food Service staff and generally managing the program in accordance with federal, state, and local requirements.

### **TYPICAL RESPONSIBILITIES**

- Implement the school meal pattern and evaluate menus for nutritional content, appearance and student acceptance.
- Evaluate and cost out meals within budget parameters.
- Evaluate and assess food acceptability, control waste and offer substitutions within menu guidelines.
- Practice sound and ethical purchasing procedures.
- Evaluate food, equipment, and supplies according to specifications.
- Supervise portioning, serving and production of meals according to recipe capacity.
- Maintain a budget that doesn't depend on or contribute to the district budget.
- Use recommended procedures for food and equipment procurement.
- Promote prescribed practices for receiving, inspection and storage of goods and equipment.
- Follow established procedures for emergencies.
- Follow and maintain safety and sanitation practices regarding employees, food handling, and facilities.
- Report deficiencies to the superintendent.
- Prepare, maintain and store required records for 5 years.
- Process free/reduced applications and determine eligibilities for individual students as required by CDE.
- Protect the confidentiality of all students and families regarding eligibility status.
- Prepare and process Direct Certification as required by CDE.
- Prepare and process 3% verification of free/reduced applications as required by CDE.
- Prepare, process and report reimbursement claims in an accurate and timely manner each month using the claims website.

- maintain a system for recording invoices, personnel forms and student information.
- Effectively use the commodity ordering system and state entitlement dollars to incorporate commodity food into menu planning for the subsequent year.
- Maintain a network with students, community, and other districts to receive suggestions for improvements and new product availability.
- Perform other duties as requested or assigned

### **Minimum Requirements**

- 5 years food service or school food service experience.
- Knowledge of kitchen flow and timing in a high volume setting
- Possess computer skills in order to navigate specific free/reduced software, ordering software and money management software.
- Good communication skills on levels ranging from students, parents, educators and administration.
- Possess a vision for professional growth with the department and the district.
- Able to lift as much as 50 lbs

### **GENERAL EXPECTATIONS**

Is flexible

Has the ability to work cooperatively with supervisors and coworkers

Has the ability to understand and follow complex oral and written instructions

Has the ability to effectively communicate with the school and School District community as well as the public at large

Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job

Maintains a generally positive attitude

Observes all district policies and procedures

Revised: June 2010

Dolores School District RE-4A, Dolores, Colorado