



DIVISION:	SERVICE OPERATIONS / ESSENTIAL STAFF
JOB TITLE:	DIRECTOR, FOOD SERVICES
TERMS OF EMPLOYMENT:	11 MONTHS/FULL TIME, AS PER MANAGEMENT EMPLOYEES' AGREEMENT
ANNUAL SALARY:	DETERMINED BY BOARD OF SCHOOL DIRECTORS
WORK SCHEDULE:	8 HOURS PER DAY / M-F
REPORTS TO:	CHIEF OPERATIONS OFFICER
FLSA STATUS:	EXEMPT
ADOPTED:	08.26.2024
REVISED:	05.26.2026

Position Summary

The Food Services Director provides visionary leadership and strategic oversight for the District’s comprehensive K–12 food service program. This position is responsible for the planning, administration, implementation, and continuous improvement of all school nutrition operations, including financial and operational management, regulatory compliance, nutrition programming, community engagement, communications, and student-centered dining initiatives.

The Food Services Director leads efforts to provide high-quality, nutritious, and appealing meal programs that support student wellness, maximize operational efficiency, and strengthen community partnerships. The Director is expected to foster innovation, increase student participation, support local procurement and farm-to-school initiatives, secure grant funding opportunities, maintain fiscal oversight of the food services budget and fund balance, and promote positive dining experiences across all schools.

This position also plays a key leadership role in supporting district-wide operational transitions, including major facility renovations and the development of innovative cafeterias and dining environments.

Qualifications

1. Bachelor’s degree in Food Service Management or Nutrition (preferred), Hospitality Management, or an earned bachelor’s degree from an accredited college or university in any academic major, and a state recognized certificate for school nutrition directors; **or** an earned bachelor’s degree from an accredited college or university in any major and at least five (5) years of experience in management of school nutrition programs.
2. Minimum of five (5) years of progressively responsible leadership experience in K–12 food service administration or a comparable large-scale institutional food service environment.

Preferred Qualifications

1. Experience managing food service operations during major construction or renovation projects is strongly preferred.

2. Demonstrated success in financial management, operational oversight, increasing program participation, and implementing innovative nutrition initiatives.
3. Strong understanding of nutrition, menu planning, and dietary requirements.
4. Demonstrated leadership and managerial skills, including communication, collaboration, problem solving, divergent thinking, influence, team building, training, and performance management.
5. Excellent financial management abilities, including budget development and cost control.
6. Exceptional organizational skills with the ability to prioritize and multitask effectively.
7. Strong communication, interpersonal, and community engagement skills.
8. Proficiency in relevant computer applications and food service management software.

Desired Characteristics

The successful candidate will demonstrate the following characteristics:

1. Student-focused and service-oriented
2. Innovative and forward-thinking
3. Financially and operationally strategic
4. Collaborative and relationship-driven
5. Organized, adaptable, and solutions-oriented
6. Passionate about nutrition, wellness, and community engagement

Knowledge, Skills, and Abilities

1. Thorough knowledge of USDA school nutrition regulations, procurement requirements, food safety standards, and financial management practices.
2. Knowledge of farm-to-school programming, local procurement initiatives, and student-centered nutrition education.
3. Strong leadership, organizational, problem-solving, and decision-making skills.
4. Excellent written, verbal, presentation, and interpersonal communication skills.
5. Demonstrated ability to build collaborative relationships with students, staff, families, community organizations, and business partners.
6. Ability to manage multiple priorities and lead organizational change initiatives effectively.
7. Proficiency with technology systems, social media platforms, digital communications, and nutrition program software.

Performance Responsibilities (Essential Functions)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. **Demonstrate regular and consistent attendance and punctuality.**
2. **Leadership & Program Administration**

- a. Provide visionary leadership and strategic direction for the food services department.
- b. Develop and implement long-range goals, operational plans, and continuous improvement initiatives for the food service program.
- c. Supervise, train, support, and evaluate food services staff.
- d. Foster a positive, collaborative, and customer-focused work environment.
- e. Coordinate District-wide food service operations to ensure consistency, efficiency, and high-quality service delivery.

3. Financial & Operational Management:

- a. Develop, administer, and monitor the annual food service budget and all related financial operations, including revenue projections and cost control measures.
- b. Oversee purchasing, inventory control, equipment management, staffing allocations, and cost containment strategies.
- c. Analyze participation trends, financial performance, labor utilization, and operational efficiencies to support data-informed decision-making.
- d. Ensure effective use of resources while maintaining high standards for meal quality and customer service.
- e. Lead operational planning related to temporary service models, renovations, and redesigned dining spaces.
- f. Analyze financial data and prepare reports for senior management and Board of School Directors.
- a. Oversee payment of invoices and purchase orders for the department.

4. Regulatory Compliance & Program Oversight:

- a. Stay abreast of federal, state, and local regulations pertaining to school food services.
- b. Ensure compliance with all applicable federal, state, and local laws, regulations, and guidelines governing school nutrition programs.
- c. Oversee implementation of USDA meal pattern requirements, procurement standards, food safety procedures, sanitation protocols, and reporting requirements.
- d. Coordinate and support administrative reviews, audits, inspections, and corrective action processes.
- e. Maintain accurate program records and ensure timely submission of required reports, claims, and documentation.
- f. In accordance with federal and state laws and regulations, serve in a leadership role on the School Wellness Committee.

5. Student Engagement & Nutrition Initiatives

- a. Lead efforts to increase student participation and improve the overall dining experience through innovative programming and customer-focused service models.
- b. Develop and expand nutrition education initiatives that promote healthy eating habits and student wellness.
- c. Support student engagement opportunities including taste-testing events, student advisory groups, culinary activities, school gardens, and wellness programming.
- d. Encourage student voice and feedback in menu development and cafeteria improvements.

6. Farm-to-School and Community Partnerships

- a. Develop and expand farm-to-school initiatives and local procurement partnerships.
- b. Build relationships with local farms, businesses, organizations, and community partners to enhance nutrition programming and student opportunities.
- c. Promote the use of locally sourced products whenever feasible and financially responsible.
- d. Collaborate with educational and community partners to support wellness, sustainability, and nutrition education initiatives.

7. Grant Funding and Program Development

- a. Identify, pursue, and manage grant funding opportunities related to nutrition services, equipment modernization, student wellness, sustainability, and operational improvements.
- b. Coordinate implementation and reporting requirements associated with grant-funded initiatives.
- c. Research and implement innovative practices and emerging trends in school nutrition and student dining services.

8. Marketing, Communications, & Public Relations

- a. Oversee marketing, branding, and communication efforts for district nutrition programs.
- b. Utilize social media, digital communications, newsletters, promotional campaigns, and community outreach to increase awareness and participation.
- c. Highlight local procurement initiatives, student engagement activities, nutrition education efforts, and district wellness initiatives.
- d. Serve as a positive ambassador for the district's nutrition services program within the school community and broader public.

9. Facility Planning & Renovation Support

- a. Collaborate with district administration, architects, project managers, and building leaders during facility renovation and construction projects.
- b. Provide leadership and operational expertise related to cafeteria design, kitchen functionality, serving models, equipment planning, and student dining experiences.
- c. Ensure continuity of food service operations during construction and transitional periods.

10. Attend Board meetings, administrative meetings, professional development activities, and community events as required.**11. Maintain current knowledge of trends, regulations, and best practices in school nutrition and food service management.****12. Perform related duties consistent with job description and assignment.****13. Perform other duties as assigned.****Essential Requirements**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The incumbent must be able to remain stationary for prolonged periods of time, position and reposition oneself in restricted spaces, push, pull, bend, stoop, kneel, reach, write, speak, and hear. Occasional moving objects and materials up to 50 pounds alone may be required. **Strength:** Medium/Heavy - exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Work Environment: Works both in an office environment as well as in school kitchens and cafeterias and may be both indoors and outdoors. The work environment will frequently include moderate noise and exposure to wet and dry conditions, fumes, cleaning solvents, vibration, significant temperature changes, hazardous chemicals, food allergens, and blood-borne pathogens.

Travel between various District sites is required, as is regular focus on a computer screen. Occasional attendance at meetings or activities outside of normal working hours is required, as are mandatory training and educational events sponsored by the District.

Hazards: Exposure to electric shock, various kitchen equipment, communicable diseases, chemicals and fumes, power/hand-operated equipment, and machinery (as related to specific duties). Position may be required to work during hazardous weather or other non-school days as necessary for program functioning.

Evaluation

Performance in this job will be evaluated in accordance with School Board policy.

Documents Required At Time of Application

1. Employment Application.
2. Applicable degree or specific documented evidence of training and experience to satisfy qualifications, if applicable.

Equal Opportunity Employer

Hamburg Area School District employees and job applicants are protected from discrimination based on race, color, religion, sex, parental status, national origin, age, disability, genetic information, political affiliation, military service, or other non-merit-based factors. These protections apply to all employment decisions, including recruitment, hiring, performance evaluations, promotions, training, and career development.

Additionally, the Hamburg Area School District provides to employees and applicants reasonable accommodation for disabilities; for pregnancy, childbirth, or related medical conditions; and for religious beliefs, observances, and practices.

Employee Statement

By signing this form, I acknowledge that I have received a copy of the job description for the function in which I was hired and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation. If I require accommodation to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation.

Employee Signature: _____

Date: _____

Employee Name: _____