



SOUTHTON PUBLIC SCHOOLS

JOB DESCRIPTION

JOB TITLE: **FOOD SERVICE DIRECTOR**

QUALIFICATIONS:

1. **Education and certification as outlined within the USDA Professional Standards Summary of Hiring Requirements for School Nutrition Program Directors.**
2. A minimum of 3-years' experience in school or other quantity food service management. Emphasis on nutrition, institutional management, and quantity food production.
3. A minimum of 3-years' experience in basic business practices including financial statements and personnel management.
4. Knowledge of food safety and sanitation procedures including hazard analysis and critical control point principals.
5. Maintain a valid Qualified Food Manager Certificate.
6. Understand basic accounting procedures.
7. Computer literacy is imperative. Experience with food service operations, Microsoft Office, Internet and E-mail essential.
8. Facilitates cooperation and leadership with employees and education partners such as administrators, teachers, parents, school district committees and students.

REPORTS TO:

Director of Business and Finance

SUPERVISES:

The district's food service programs, personnel, and activities.

JOB GOAL:

The Director of Food Service is responsible for administration of the district's food service program in accordance with Federal and State requirements and the Southington Board of Education Policies.

PERFORMANCE RESPONSIBILITIES:

1. Develop and maintain the food service program in accordance with state and federal guidelines.
2. Maintain integrity and accountability of the Child Nutrition Program through compliance with all federal, state, and local regulations.
3. Develop and maintain high standards of food preparation, meal service, sanitation and safety with emphasis on menu appeal and nutritional value.
4. Operate a financial management system that provides a cost-effective program.
5. Maintain a purchasing system consistent with USDA, state, and local purchasing guidelines.
6. Provide an environment that protects the health of the school district's students and staff through high levels of sanitation standards.

7. Work with Nursing Supervisor and parents to implement district's Food Allergy Policy and glycogen storage plan modified meals for students with special dietary needs.
8. Hire, supervise, evaluate, and discipline, up to and including termination, food service staff members.
9. Provide professional training including, but not limited to, food preparation, portion control, meal requirements, and accountability, use of equipment, product storage, and Hazard Analysis and Critical Control Point procedures. (HACCP)
10. Responsible for the maintenance all food service equipment.
11. Responsible for maintaining inventories in clean and temperature appropriate storage spaces.
12. Determine prices based on criteria that recovers costs and promotes affordable and healthy choices.
13. Recommend reimbursable meal prices to the Board of Education of approval, following paid lunch equity guidance from the state.
14. Act as the district educator and contact person in regard to healthy food certification.
15. Responsible for preparation and administration of the Food Service annual budget.
16. Oversee the district's free and reduced-price meals program in accordance with federal guidelines.

TERMS OF EMPLOYMENT:

The school calendar, plus ten days before, and nine days after the school calendar. Working conditions established by the Board of Education.

EVALUATION:

Performance of the job will be evaluated annually by the Director of Business and Finance.

USDA Professional Standards

Summary of Hiring Requirements for School Nutrition Program Directors



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School Nutrition Program Directors – those hired on or after July 1, 2015 – are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they are working. (School Nutrition Directors are individuals responsible for the operation of school nutrition for all schools under the education agency (LEA).

SOUTHINGTON



Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500 – 9,999	Student Enrollment 10,000 or more
Minimum Education Standards (required) (<i>new directors only</i>).	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, <u>and</u> State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Associate's degree, or equivalent educational experience, with academic major in specific areas,* <u>and</u> at least one year of relevant school nutrition programs experience;</p> <p>OR</p> <p><u>High school diploma</u> (or GED) and three years of relevant experience in school nutrition programs.</p> <p>(LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but had less than three years of experience).</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major <u>and</u> a State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major <u>and</u> at least two years of relevant school nutrition programs experience;</p> <p>OR</p> <p>Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant school nutrition programs experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, <u>and</u> a State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any major <u>and</u> at least five years of experience in management of school nutrition programs.</p> <p>*Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p>
Minimum Prior Training Standards (required) (<i>new</i>)	At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's start date.		

USDA Professional Standards Summary of Continuing Education Requirements for ALL School Nutrition Employees



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REQUIRED TRAINING FOR ALL SCHOOL NUTRITION EMPLOYEES

New and Current Directors

For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training.

Beginning school year 2016-2017: at least 12 hours of annual continuing education/training.

This required continuing education/training is in addition to the food safety training required in the first year of employment.

New and Current Managers

For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training.

Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.

New and Current Staff

For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training.

Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.

New and Current Part-Time Staff (less than 20 hours per week)

Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours).

If hired January 1 or later, an employee may only complete half of the required training hours for that school year.

Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (School Nutrition Association and National Food Service Management Institute, etc.) to provide training.

USDA Professional Standards Summary of Requirements for State Directors



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HIRING STANDARDS FOR NEW STATE DIRECTORS

State Director of Nutrition Program

A Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.

Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.

State Director of Distributing Agencies

A Bachelor's degree.

MINIMUM PRIOR TRAINING REQUIREMENTS FOR ALL STATE AGENCY DIRECTORS

Director of School Nutrition Program

At least **15** hours of annual continuing education/training.

Must PROVIDE, or ensure that State agency staff receives continuing education/training.

Must PROVIDE a minimum of **18** hours of training to SFAs each year.

State Director of Distributing Agencies

Each year, at least **15** hours of annual continuing education/training.

Must PROVIDE, or ensure that State food distribution staff receives continuing Education training.