

CANFIELD LOCAL SCHOOLS
Administrative Job Description
Director of Food Services

QUALIFICATIONS:

1. A Bachelors Degree is preferred
2. Considerable related experience in food service industry
3. Able to operate all equipment in the cafeteria /kitchen. Have knowledge of all positions and responsibilities of each position in the cafeteria
4. A professional appearance and demeanor
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB GOAL:

To ensure the safety and nutrition of students, through safe practices in the kitchen, and be responsible for compliance with policies and procedures, current federal, state and local standards, guidelines and regulations; as well as planning, managing monitoring, supervising and providing assistance in the operation, and functions of a smaller food service facility (cafeteria) with a staff serving lunch, along with ala carte sales.

EVALUATED BY:/

Superintendent

SUPERVISES:

Head Cooks and Cafeteria Staff

PERFORMANCE RESPONSIBILITIES:

1. Responsible for maintaining a financially sound Food Service program.
2. Responsible for menu planning and conforms to Federal and State regulations and providing nutritional and appetizing food. Oversee publication and distribution of menus.
3. Facilitate departmental improvements through the creation of a positive work environment, analyzing program needs, and development of program goals and action plans.
4. Responsible for assessing needs and developing specifications for competitive bids and requisitioning for all foods, commodities, supplies, and equipment.

5. Responsible for determining staffing levels, hiring and supervision of employees, administering personnel policies, payroll preparation, employee contract management, and employee evaluations (including substitutes).
6. Responsible for preparing program reports, oversees monthly MDE Claim, renewal of the Annual Child Nutrition Application Program, compile and submit the School Meals Program Year End Report, conducts site reviews, and applies for appropriate grants.
7. Provides regular training sessions for all food service employees in the area of food production, sanitation, point of sale software, USDA program regulations, etc.
8. Prepares and administer the food service department budget, and evaluation of food service programs, supplies and equipment.
9. Represents the District on appropriate committees and organizations.
10. Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements. Maintain full production records on all meals.
11. Oversee the processing and approval of all applications for free and reduced lunches, keep accurate records for state audits and complete verification yearly.
12. Maintains an accurate inventory of all food, supplies and equipment.
13. Assure implementation of sanitation and safety procedures and compliance with HACCP Plan in all phases of the food service operation.
14. Develop procedures for properly receiving, storing, and distributing food and supplies.
15. Establish standards for food preparation and service, including food quality, standardized recipes and portion size, with emphasis on appeal, maximum nutritive value and flavor, efficient preparation, and service and sanitary conditions.
16. Recommend prices charged for various lunch and breakfast programs, including milk and a la carte items.
17. Work with parents of children with special dietary needs to provide nutrition information or appropriate substitutions.
18. Compile and submit all information to the State for the School Meals Nutrition Review as required.

19. Keeps abreast of and shares changes and developments in USADA Regulations with District administrators and/or Food Service employees.
20. Assist with audits of cafeteria accounts in conjunction with the district central office.
21. Acts as a resource to District-wide nutritional awareness program through administration and teaching staff.
22. Provides community food service outreach through specialized food preparation for meetings, banquets, catering district sponsored events, etc.
23. Develops customer service surveys, and adjusts programming to meet clients' needs.
24. Oversee the timely payment of all vendor invoices, journal entries, and bank reconciliations.
25. Attends appropriate meetings and in-services to stay updated, efficient, productive and client-oriented.
26. Other duties as assigned by the Superintendent or his/her designee.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT: 260 work days
 20 paid vacation days
 240 contract days per year beginning August 1

Salary: As established by the Board of Education

The Canfield Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.