



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE:

Director of Food Services

FLSA: Exempt/246 days/12 months

GENERAL STATEMENT:

The Director of Food Services is responsible for providing each school child with food of high nutritional quality in an atmosphere of cleanliness, cheerfulness, and personal caring while implementing all state and federal regulations and managing the cafeterias efficiently enough to provide surplus funds for new food service equipment and other food service necessities.

QUALIFICATIONS:

1. Bachelor's Degree in Food Management, Master's Degree preferred
2. Certified Nutritionist or Dietician preferred
3. Five years of experience in supervision and cafeteria management
4. Thorough knowledge of the practices, procedures and regulations relating to school food service; thorough knowledge of food quality and values; thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities; thorough knowledge of budgeting and accounting practices and procedures
5. Ability to plan and supervise the work of a large group of employees; ability to prepare complex and technical reports; ability to express ideas clearly, orally and in writing; ability to establish and maintain effective working relationships with school officials, school administrators and associates
6. Exhibits leadership and supervisory abilities; ability to monitor the daily development and progress of work performed to modify or initiate correction as appropriate
7. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

ESSENTIAL DUTIES:

1. Prepares and administers the departmental budget. Coordinates and spot checks with cafeteria managers on all monthly cafeteria inventories.
2. Makes all decisions with fund balance 21 approved by the Deputy Superintendent.
3. Approves and recommends for hiring all cafeteria personnel.
4. Standardizes levels of cleanliness, health, and safety.
5. Administers personnel policies and evaluates cafeteria managers and cafeteria workers.
6. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.
7. Purchases and maintains an inventory of all foods, supplies, and equipment.
8. Makes application for government surplus food for school cafeteria use, and directs its distribution, transfer, and storage.
9. Standardizes cafeteria accounting procedures cooperation with the State and established cafeterias procedures.
10. Arranges for audits of cafeteria accounts through approved auditors.
11. Makes all applications for federal subsidies.

ESSENTIAL DUTIES CONTINUED:

12. Coordinates the deposit of state and federal funds from all school cafeteria programs. Approves all payrolls supervised by the office administrative Staff.
13. Reviews and evaluates all requests and recommendations for purchases of new and replacement equipment.
14. Plans and supervises the preparation and serving of menus and special meals at all schools.
15. Provides assistance and suggestions for the preparation and serving of all foods used in the cafeterias.
16. Standardizes prices charged for various types of lunches, in coordination with State and local School Board directions.
17. Standardizes the size of portions in accordance with state regulations as related to lunch type.
18. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
19. Keeps patrons and the public informed of the menus and services offered by the school cafeterias.
20. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
21. Supervises and maintains storage facilities for Gloucester School Board. Prepares profit and loss statements for all schools and Central Food Service.
22. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
23. Informs the school community of planned lunch menus on a regular basis. Maintains student conduct in cafeterias for breakfast program.
24. Reports as essential personnel and performs duties as required upon implementation of the Inclement Weather Plan.
25. Manages feeding at shelters.
26. Directs and maintains all Catering jobs that include all schools and functions with food.
27. Coordinates the deliveries of all vendors to show up at the right times during school.
28. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
29. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
30. Models non-discriminatory behavior in all activities.
31. Performs related work as required.

PHYSICAL REQUIREMENTS: Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, fax machine, and document scanning equipment. No significant amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.