



# Wallingford Public Schools

## Food Service Director Position Description

### Section I: General Information

<b>Position Title:</b> Food Service Director	<b>Grade Level:</b> K-12 Students	<b>Work Year:</b> 12 Months
<b>Immediate Supervisor:</b> Superintendent or Designee	<b>Bargaining Unit:</b> Non-Union	<b>Salary:</b> \$90,000 - \$110,000
<b>General Description:</b> The Food Service Director oversees all aspects of the district's Child Nutrition Program (CNP). The role includes planning, administering, assessing, implementing, and evaluating the program to meet children's nutritional needs. The Food Service Director shall partner with others in the school district and the community to solicit support for developing a sound nutrition assistance program that adheres to federal, state, and local guidelines. The Food Service Director maintains an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.		

### Section II: Essential Duties and Responsibilities

<b>Customer Service</b>
<ul style="list-style-type: none"><li>Establishes quality standards for the presentation and service of food.</li><li>Implements a district-wide customer service-driven philosophy that focuses on value and satisfaction.</li></ul>

<b>Sanitation, Food Safety, and Employee Safety</b>
<ul style="list-style-type: none"><li>Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.</li><li>Develops and integrates employee safety regulations into all phases of the school foodservice operation.</li><li>Establishes risk management procedures and policies.</li></ul>

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### **Financial Management and Recordkeeping**

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

### **Procurement**

- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving, storing, and maintaining accurate inventories of food and non-food supplies based on sound principles of management.

### **Program Accountability**

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disasters or emergencies.

### **Nutrition and Menu Planning**

- Develops cost-effective menus that maintain nutritional integrity and comply with all local, state, and federal guidelines and regulations.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

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## **General Management**

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short and long-term goals through strategic planning for the district foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.
- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments, and develops innovative program changes and expansions based on this information.

## **Personnel Management**

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards to support performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

## **Facility Layout and Design and Equipment Selection**

- Assists with designing and planning facilities that ensure high-quality customer service service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

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## **Environmental Management**

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

## **Marketing**

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conducts an on-going evaluation of the marketing plan.
- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing food service for special functions consistent with Board of Education policies.

## **Computer Technology**

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to utilize computer technology in individual school sites, enhancing management techniques.

## **Nutrition Education**

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes the role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

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<b>Other</b>	
	<ul style="list-style-type: none"> <li>● Performs and directs job-related proficiency with the highest ethical integrity.</li> <li>● Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.</li> <li>● Performs and directs with an overall nature that is committed to the goals and visions of the school district.</li> </ul> <p>Performs and directs appropriate communication skills with the customers served.</p>

**Section III: Qualifications**

<b>Education</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree or educational experience with an academic major in the following areas: Business, Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, or a related field</li> <li>● Bachelor Degree in any academic Major, and state recognized certification for School Food Service Directors (School Nutrition Specialist).</li> <li>● Bachelor Degree in any Major and at least two years of relevant School Nutrition Management experience.</li> <li>● Associate Degree or equivalent educational experience with academic major in the following specific areas: Business, Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts or a related field, and at least two years of relevant school nutrition management experience.</li> <li>● Registered Dietitian preferred.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Five years’ experience in managing a school nutrition operation in a similar sized district preferred but not required.</li> </ul>

**Section IV: Knowledge, Skills, and Abilities**

<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>● Food Safety Management (Current Certification Required)</li> <li>● Certification to teach food safety and proctor food safety exams for certification preferred but not required</li> <li>● Certification as School Nutrition Specialist is preferred but not required</li> <li>● Basic accounting procedures</li> <li>● Operation of foodservice equipment and ability to produce bid specifications for equipment.</li> </ul>
<b>Skills and</b>	<ul style="list-style-type: none"> <li>● Ability to prioritize</li> </ul>

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<b>Abilities</b>	<ul style="list-style-type: none"> <li>● Strong organizational and problem-solving skills</li> <li>● Operation of computer programs, Point of Sale systems and other information systems related to foodservice administration.</li> <li>● Ability to lead others to achieve the mission and vision of the district's CNP.</li> <li>● Ability to manage one's own time and that of others</li> <li>● Ability to work effectively with others</li> <li>● Ability to communicate ideas and directives clearly and effectively, both orally and in writing</li> <li>● Effective active listening skills</li> </ul>
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**Section V: Working Conditions**

<p><b>Physical and Mental Demands/Work Environment</b></p> <p><i>Note: The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable invited individuals with disabilities to perform the essential functions.</i></p>
<ul style="list-style-type: none"> <li>● Repetitive hand motion, e.g. computer keyboard, typing, calculator, writing</li> <li>● Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop</li> <li>● Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds</li> <li>● Regular evening/weekend hours required, including attendance at meetings</li> <li>● Use of a variety of technological management tools</li> <li>● Operate vehicles/equipment of various sizes and purposes</li> </ul>

**Revised August 2025**

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