

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Food Service Director

DEPARTMENT: Food Services

QUALIFICATIONS:

1. Degree in food service management
2. Certification as a Nutrition Serviced Specialist or Registered Dietician
3. At least three (3) years' experience in school district food service operations including meal planning and preparation.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

SUPERVISES: Cafeteria Managers, lead positions, staff

JOB GOAL: To insure that nutritious food is attractively served to the students in the district in accordance with the rules established by the U.S.D.A. for the national school lunch program and the Pennsylvania Department of Education regulations.

PERFORMANCE RESPONSIBILITIES:

1. Plans and supervises the preparation and serving of menus at all schools including lunch and breakfast programs.
2. Develop an annual cafeteria budget to meet the needs of each school year.
3. Interprets to the administration, the staff, and the public, as appropriate, federal and state standards and guidelines regarding the school food service and the school food program.
4. Supervises the receipt and distribution of government donated commodities at the Central Depository.
5. Provides supervision, assistance, and suggestions for the preparation and serving of government donated commodities.
6. When requested, plans banquets to be served in school cafeteria.
7. Supervises the overall safety and sanitation program in the school food service stations.
8. Receives suggestions from student groups regarding preferred foods and meals, and makes every effort to incorporate such suggestions into the food service program in a manner consistent with good nutritional standards.
9. Supervises and deposits as necessary the daily receipts from all cafeterias.
10. Supervises ticket sales and deposits of money in all schools.
11. Determines the personnel requirements for the department; interviews and recommends persons for hiring or advancement when positions are available.
12. Recommends dismissal when necessary.
13. Purchases food, supplies, and equipment and develops procedures for proper receiving, storage, and distribution of same.
14. Establishes work performance standards, work schedules, and basic job descriptions.

15. Plans cooperatively with architects for food service facilities for new and renovated buildings.
16. Keeps informed on new nutritional trends or concepts and on new developments in equipment that will improve and upgrade the school nutritional program.
17. Determines the cost of producing the school lunch and recommends the prices for the lunch program.
18. Assumes responsibility for preparing all reports regarding food services that are required by local, state, or federal agencies.
19. Balances cafeteria cash income statement each month.
20. Serves as first level of administration in grievance procedures originating with employees in the food service department.
21. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Director of Services.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Standing for prolonged periods
- Walking
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle food, materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

12 month work year. Workdays, salary increases, and benefits are established in accordance with the provisions of the Act 93 Salary and Benefit Program. Initial salary shall be determined by the Board of School Directors

EVALUATION:

Performance of the job will be evaluated at least annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____