

## **Food Service Director Job Description**

### **Purpose Statement**

The job of Food Service Director is done for the purpose(s) of directing food and nutrition programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Business Manager.

### **Essential Functions**

- Collaborates with internal and external personnel (e.g. administrators, auditors, public agencies, state department personnel, community members, staff, students, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations; including the maintenance of services and the implementation of new programs and/or processes (e.g. menu planning, purchasing of food items and equipment, use of commodities, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Inspects food service operations for the purpose of ensuring healthful and sanitary conditions.
- Manages a wide variety of programs (e.g. food service operations, special celebrations, etc.) for the purpose of ensuring district compliance with established guidelines and state regulations.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, nutritional information, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the workforce.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, nutritional information, etc.) for the purpose of recommending purchases, contracts and maintaining district-wide services.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; managing staff/performance; and quantity cooking.

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**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations, personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; concepts of quantity cooking and nutritional analysis; health standards; and safety practices.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department, directing the use of budgeted funds within a work unit, utilization of resources from other work units is often required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is desired..

**Education:** Targeted, job related education with study in job-related area.

**Continuing Education/Training:** Required annual trainings; Maintain current ServSafe Certificate

**Certificates and Licenses:** ServSafe Certificate

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt