

Litchfield School District - SAU 27

POSITION TITLE: FOOD SERVICE DIRECTOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>6/1/05</i>
General Purpose:	To oversee and direct all activities related to the Food Service operation of the District, including but not limited to: procurement, financial administration, nutritional menu-planning, catering/vendor operations, facility management and student services within compliance measures set by local, state and federal government.
Reports to:	Business Administrator
Supervises:	Building food service personnel

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Supervise the efficient and effective operation of all school-based Food Service operations, ensuring compliance with all state and local Health Departments and Food and Nutrition Services requirements.
2. Plan and publish school lunch menus, standardize portions served, and ensure high nutritional quality and the cleanliness of the operation to meet sanitation guidelines.
3. Interview, hire, supervise, develop and evaluate all Food Service staff. Secure suitable substitute workers to cover employee absences.
4. Direct all activities relating to the School Breakfast, National School Lunch, and Commodities Distribution Programs.
5. Oversee the purchase and inventory of all foods, supplies and equipment. Develop specifications and requests for bids for the purchase of quality food, supplies, and equipment. Support the Business Administrator in the preparation of all bid packages. Secure vendors under contract for all purchases.
6. Regularly assess food acceptability and waste, and incorporate the results in future menu planning.
7. Develop the annual budget, and manage operations within that approved budget.
8. Perform monthly revenue and expense projections. Analyze operations and budget and provide resolution to issues.
9. Manage and secure cash receipts and accurately record bank deposits.
10. Manage accounts receivables and accounts payable.
11. Apply for federal funds to support the school lunch program.
12. Enforce financial reporting as established by USDA, USDOE and the NHDOE.
13. Develop and recommend changes in policy and procedures as it relates to the Food Service Department.
14. Maintain the POS System and oversee the food service computer system in conjunction with the IT department.
15. Compile all information and paperwork necessary for audits.
16. Perform other tasks and assume other responsibilities as may be assigned by the Business Administrator.

TERMS OF EMPLOYMENT:

220 day contract, Exempt position. Salary established by the Board.

MINIMUM QUALIFICATIONS:

1. An Associate Degree or Vocational School Certificate in Food Nutrition Administration, Hospitality Management; a related field or relevant experience in lieu of degree.
2. Minimum of three (3) years experience in Food Service, preferably with a school district with demonstrated managerial, supervisory and leadership skills, as well as considerable knowledge of public school administration policies and governmental regulations pertaining to school food service or any equivalent combination of experience.
3. Strong interpersonal and verbal communication skills including the ability to effectively present information to groups of individuals, maintain effective working relationships within the District, and with other relevant local agencies.
4. Ability to present written documents that are clear, concise and grammatically correct.
5. Current and active member of the School Nutrition Association or ability to become a member.
6. Must possess a valid driver’s license.
7. Computer competency with spreadsheet, word processing and Food Service software programs.
8. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Sanitation Certificate (new since June 2006)

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required. Assistance may be available.
4. Lift over 50 lbs:	Rarely required. Assistance may be available.
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, FAX machine, food preparation and kitchen hand and power equipment.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Rarely required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair, table. Kitchen environment with tile floors that may become wet at times.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8

Work Performed: **Inside: 100%**
 Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Essential for doing job effectively and correctly

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

Disinfectants, sanitizers and other cleaning fluids, school lunches, and general office environment.
Temperature variance from heat of ovens to cold of freezer or cooler.

Other Considerations and Requirements:

This position requires employee to be able to work on multiple tasks simultaneously.

Employee is typically able to work at his/her own pace.

Satisfactory completion of a criminal background check will be required prior to employment. Employee must pass background check to enable bonding by the district's liability insurance carrier.

Incumbent has no authority for disciplining students during school hours.