

## **Food Service Director (Medium-Sized School District with 2,500-9,999 students)**

Job Title: Food Service Director  
Department: [District Dependent]  
Date Developed: XX  
Date Revised: XX  
Reports To/Evaluated by: [District Dependent]

### **Universal Obligations/Expectations of Each Staff Member:**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **Summary of Duties and Responsibilities:**

The Food Service Director ensures the smooth and efficient operation of the school cafeteria and is responsible for the production of nutritious, appetizing meals for students and staff, while meeting all governmental and district regulations. The School Food Service Director must also ensure the district is maximizing its resources and minimizing production costs.

### **Essential Functions:**

1. Supervises and participates in the preparation and service of snacks and meals.
2. Provides training to food services staff in the areas of food preparation and sanitation.
3. Ensures food handling and serving is performed by individuals who have completed an approved food safety training.
4. Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
5. Responsible for weekly, monthly, and quarterly ordering and inventorying of all food and supplies as needed to ensure District resources are maximized.
6. Kitchen Inventory (food, supplies, and equipment) to be completed once each year and sent to the Superintendent.
7. Responsible for receipt and dating of food shipments to enable a first in-first out use of food.
8. Updates and maintains a School Food Safety HACCP plan and standardized recipes per USDA standards.
9. Maintains daily production records in accordance with Office of Public Instruction (OPI) standards.
10. Maintains high standards of cleanliness and safety in the kitchen, food storage areas, and cafeteria and oversees and participates in the cleaning and sanitizing on a daily basis.
11. Ensure proper storage of all food in accordance with USDA requirements on a daily basis and before school breaks (summer, Christmas, and spring break).
12. Ensures that all equipment in the cafeteria area is in safe, working condition and immediately notifies the Superintendent when repairs cannot be performed by the kitchen staff.
13. Ensures kitchen and food storage area is cleaned and inspected one week before start of school.
14. Supervises kitchen personnel in the safe and proper use of kitchen equipment.
15. Develop a complete guide detailing the process of protocol and procedures to ensure efficient and effective transfer of duties to a substitute cook or organization which is readily available in

the kitchen.

16. Communicates Food Service program needs to the Superintendent on as needed basis in regard to supplies and equipment.
17. Assists the Superintendent in obtaining grant funding for the food service program as needed.
18. Prepare kitchen and cafeteria area as needed for cleaning services and/or events.
19. Attends training approved by the Superintendent on menu planning, software, and/or school nutrition.
20. Assists in and provides the School Wellness Committee information regarding food safety, health and nutrition for children.
21. Assist the Superintendent and District Clerk in analyzing food service program financial data and help ensure the fiscal stability of the food service program.
22. Assists in planning work schedules of kitchen helpers including the submission of leave requests per the Employee Handbook.
23. Schedules two inspections by County Health Department each year as required by OPI School Nutrition Programs. Kitchen and food storage area inspections should be scheduled during food preparation times when possible.
24. Delegation of duties to ensure maximum efficiency for all kitchen staff.

*Optional duties based on specific topics are provided below. Use these or create your own to tailor the job description to fit your school district's priorities, goals, and interests.*

**Farm to School emphasis:**

- Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
- Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.
- Commitment to the use of seasonal, sustainably produced and local products to the greatest extent possible.
- Desire to incorporate farm to school programming in school district menus by using fresh, seasonal, sustainably grown produce and products while building positive community partnerships.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

**From Scratch Cooking emphasis:**

- Plans menus to conform with federal USDA requirements to provide nutritious meals while prioritizing from scratch cooking, maximizing inventory and minimizing costs.
- Ensures that recipes are precisely adhered to, and that foods served are of the highest nutritional quality and taste standards.
- Develops and serves menus which prioritize from scratch cooking with fresh, whole food ingredients and decrease the reliance on processed foods.

**School Wellness emphasis:**

- Assists in and provides the School Wellness Committee information regarding health, physical activity and nutrition for children.
- Desire to participate in the School Wellness (or Lunch) Advisory Committee.

- Desire to implement Smarter Lunchroom or behavioral economic principles that promote comfortable eating environments and healthy food choices for students.
- Desire to collaborate with teachers and school staff to link basic nutrition education to the school meals program with the nutrition education received in classrooms and physical education.

**Minimum Educational Qualifications:**

Please refer to [USDA hiring standards](#).

For schools with 2,500-9,999 students, must have at least one of the following:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas. \*
- Bachelor's degree in any academic major and at least 2 years of relevant experience in school nutrition programs.
- Associate's degree or equivalent educational experience, with academic major in specific areas, \* and at least 2 years of relevant experience in school nutrition programs.

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field

**Desired Minimum Qualifications:**

- Serve-Safe Certification, or ability to obtain and maintain certification
- Ability to write, read, and, comprehend simple instructions and correspondence.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in oral, written and electronic communications.
- Familiar with Microsoft Office Suite, Google Suite and Internet Explorer.
- Able to perform duties with an awareness of Federal, State, and District policies.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to effectively prioritize time and responsibilities.
- Ability to maintain confidentiality of employment and student matters.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

**Equipment Used:**

Computer, calculator, copy machine, fax machine, telephone with voice mail, oven, dishwasher and other common kitchen equipment and appliances.

**Work Environment:**

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

**Physical Demands:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of a job.

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

**Mental/Motor Demands:**

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly required on the job. Mathematics, estimating, and problem solving are frequently required on the job.

Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements.

**Terms of Employment and Evaluation:**

Employed for a prescribed term, salary, benefits, and other working conditions to be determined by district policy, federal, and state law as well as appropriate funding from state, federal, and/or passage of levies.

Performance of said duties will be evaluated in accordance with provisions of the Board's Policy on Evaluation Classified Personnel.

Acknowledgements:

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