

TITLE: FOOD AND NUTRITION DIRECTOR

QUALIFICATIONS

1. Baccalaureate degree or equivalent training in business, administration, food services management, or a related field
 2. Food Manager Certificate
 3. Minimum experience in menu planning, food purchasing, and cafeteria food service as determined by the Board
 4. Previous supervisory experience preferred
 5. Demonstrated knowledge of principles of nutrition, food preparation, health and safety federal and state law, administrative rules, and Board policy governing school food services programs
 6. Ability to effectively market the food services program to students, staff, and community, and manage the financial aspects of the program
 7. Ability to stand and walk for most of the scheduled workday.
 8. Continuous lifting and carrying of freight, pushing and pulling up to 40 lbs. of freight and occasionally up to 60 lbs. in which case two employees will help each other lift the 60 lbs.
 9. Job may require frequent stooping, bending and carrying of food products, food service supplies and equipment up to 40 lbs.
 10. Repetitive motions required in fingering, hand, wrist, and arm movements to cut and prepare food and clean kitchen areas.
 11. Employees under 5 feet tall will need to be able to stand on a stool and have balance to reach overhead to handle food products up to 40 lbs. repetitively.
 12. Ability to lift up to 60 lbs. of freight
 13. Ability to plan own work schedule and to direct and supervise others
 14. Ability to perform simple bookkeeping and inventory procedures
 15. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
 16. Strong background in budget management
 17. Knowledgeable about word processing, data bases, spread sheets, and reports
 18. Self-motivated
 19. Work well with students and staff
 20. Excellent organizational skills
 21. Maintain confidentiality of staff and students
17. Ability to pass a physical agility test

PRIMARY RESPONSIBILITY TO Superintendent

JOB SUMMARY

To provide leadership in developing and maintenance of the District's food services program. Ensure that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Supervision of Food Preparation and Personnel

1. Assume responsibility for the operation of the District's food services program in accordance with Board policies and local, state, and federal requirements
2. Plan and supervise the preparation and serving of menus at all schools and special meals required for district-sponsored events
3. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
4. Conduct frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health, and safety are maintained; and make recommendations for improvement
5. Develop and implement standards for food storage and meal preparation and service, including health and safety practices, standardized recipes and menus, portion control system, and prices charged for meals and other food items
6. Determine personnel needs
7. Interview and recommend the appointment of all food service employees
8. Supervise, observe, and evaluate the performance of all food service personnel
9. Establish standards for the professional development of food service personnel
10. Arrange for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care
11. Determine if the student population requires the development of a school breakfast program and prepare a plan for submission to the State Department of Agriculture

Administration and Budget

1. Maintain cafeteria accounting procedures in accordance with federal and state law, administrative rules, and Board policy
2. Coordinate the audit of cafeteria accounts with the Board's auditor
3. Oversee the purchasing and maintenance of an inventory of all foods, supplies, and equipment
4. Be responsible for the transport and distribution of government commodities
5. Check all bills and purchase orders for accuracy before presenting them to the Business Manager for payment
6. Conduct the required annual survey to determine eligibility for free and reduced price meals and free milk
7. Verify applications and keep an accurate record of all free and reduced lunches
8. Process all applications, records, and reports required under federal and state law, administrative rules, and Board policy or assigned by the superintendent
9. Evaluate the food services program

Other

1. Keep the administration and the Board informed of the food services operation and make recommendations for changes in programs, procedures, facilities, and equipment that would improve quality and efficiency

2. Assist in the development of policy relevant to the food services program
3. Develop and maintain effective communication with parents, students and the community
4. Report immediately any problem or accident occurring in the kitchen or the cafeteria area to the superintendent
5. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature