

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: DIRECTOR OF FOOD SERVICES
(Classified Management)

Directly Responsible To: Director of Business Services
Supervision Over: Food Services department staff

BASIC FUNCTION:

The Director of Food Services is responsible for the overall day-to-day operation of the food service program. He/she plans, organizes, develops, and directs the activities of the school cafeterias, snack bars, and other food service for the district; employs, trains and supervises school food service personnel; establishes work standards; oversees the collection of cafeteria monies and ensures that monies are correctly reported and deposited in the bank; safeguards the fiscal solvency of the program by utilizing cost-containment measures and revenue generating activities; administers the National School Lunch and Breakfast Programs; provides and maintains effective food and nutrition service to all schools in the District; and performs other related duties as assigned.

REPRESENTATIVE DUTIES:

- Plan, organize and direct the district Food Services program and cafeteria operations.
- Assure compliance with Federal and State laws.
- Establish operating procedures for cafeterias and kitchens.
- Plan, develop and evaluate menus for the school food program.
- Evaluate financial forecast and analyze food and labor costs to assure efficient and cost-effective operations.
- Determine standards for efficient and sanitary practices in food preparation and service.
- Direct the inspection of food served for quality standards.
- Plan for proper storage and economical use of food and supplies.
- Direct the preparation and maintenance of a variety of records, reports, reimbursement claim and other documents related to food services operations, personnel, finance, sales and inventory.
- Assure purchasing activities comply with applicable Federal and State statutes, regulation and policies.
- Compute, estimate and order proper quantities of food and supplies for an efficient and compliant food service operation.
- Research available products and interview vendors to establish and maintain sources of supply and guarantee best quality for lowest price.
- Train, supervise, and evaluate assigned personnel. Coordinate training programs.
- Confer with outside agencies on such issues as licensing, inspection and other health matters.

- Visit school sites to observe food services personnel and procedures including POS, proper sanitation, operation efficiency and compliance with Federal and State rules and regulations. Develop and recommend improved methods of food preparation and service.
- Participate in meal service and preparation as needed. Assure compliance with meal pattern requirements.
- Ensure that food preparation adheres to the methods provided in the menu and production records.
- Prepare work schedules and assign duties to food service personnel.
- Ensure proper sanitation and maintenance of food service equipment and supplies used in food service operations.
- Operate a variety of food service equipment and machines used in food preparation and cafeteria including computer programs.
- Assure accuracy of daily cash receipts.
- Attend mandatory and optional professional development and trainings related to food service operations and activities.
- Coordinates dissemination of information and nutritional resource materials to the public and staff.
- Facilitate committees to develop, implement and maintain the school's Wellness Plan and other programs related to the Food Service Program impacting the community.
- Perform other duties as assigned.

KNOWLEDGE and ABILITIES:

KNOWLEDGE OF:

- Principles and methods of planning and preparing nutritionally sound meals in large quantities for school children.
- Principles and practices of cafeteria management
- Federal, State and local health laws relating to food services
- Sound budgetary principles and practices
- Principles of personnel supervision and management

ABILITY TO:

- Perform the essential functions of the job with reasonable accommodation, if necessary.
- Organize and prioritize work and adjust to changing circumstances.
- Act decisively and accept responsibility for decisions.
- Work well with people; and possess good communication skills, both orally and in writing.
- Maintain consistent, punctual, and regular attendance.
- Operate standard office equipment including a computer.
- Relate positively to students
- Lift and carry 40 pounds
- Sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; dexterity of the hands and fingers to operate equipment

EDUCATION and EXPERIENCE:

- BA or BS degree or equivalent experience in a related field of study.
- Minimum of two years' experience in positions requiring equivalent skills.
- At least one year of experience in public schools.
- Spanish fluency desirable.

LICENSES and OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid ServSafe / Professional Food Manager Certification - required.