

Class Code:

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: DIRECTOR OF FOOD SERVICE

BASIC FUNCTION:

Plan, coordinate, monitor and control District food services programs such as food and equipment procurement and replacement, USDA contract negotiations, food service to exceptional children, professional growth of food services personnel, nutritional education/awareness efforts and promotional programs relating to District food service activities and operations; interact and coordinate program(s) with federal, State and local government agencies and vendors; develop and recommend changes in district food services operations.

REPRESENTATIVE DUTIES:

Plan, coordinate and monitor District Food Services programs such as food and equipment procurement and replacement, USDA contract negotiations, food service to exceptional children, professional growth of food services personnel, nutritional education/awareness efforts and promotional programs relating to District Food Services activities and operations.

Coordinate the District's participation in the federal commodity program to select and purchase food services foods and supplies; evaluate and formulate bid specifications and award bid according to established procedures; organize for new food testing; coordinate USDA commodity rebate program for State and federal compliance.

Evaluate equipment needs and develop specifications for new and replacement equipment; communicate with vendors to secure best quality for the price; evaluate potential product purchases and negotiate installation procedures; coordinate the disposal of antiquated or excess equipment.

Coordinate negotiations and activities related to federal subsidies of District food services operations.

Plan and conduct in-service training for food services personnel; plan, implement and assess professional growth and recognition programs for food services personnel; coordinate incentive awards and other areas affecting compensation.

Assure quality of District-wide food service program; assure food quality, nutritional requirements, safety, sanitation, management practices and special meals production meet District standards; coordinate new food product testing and adjust menus accordingly.

Revised: April 2002

Director of Food Service– Continued Page 2

Determine needed changes to maintain safety and aesthetic condition of food service areas; monitor the proper and valid certification of food services personnel.

Represent the department and District at various local, State and federal workshops, conferences and seminars as assigned; promote the District's public image with respect to food services in the educational and general community by promoting interaction with parents, students, educators, businesses and the general public.

Manage test kitchens and other cooking and learning sites relating to food services.

Interact and coordinate program(s) with federal, State and local government agencies and vendors; develop and recommend changes in District food services operations.

Assure the preparation and maintenance of required federal, State and local records and reports.

Assist in the evaluation and designing kitchen layout plans for new and remodeled food services areas, including determination of equipment needs, specifications, time and motion issues and coordination with architects.

Maintain inventory records of District food services equipment and other supplies and commodities.

Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.

Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.

Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nutrition requirements.

Principles of good nutrition and quantity food preparation and service.

Price and portion controls.

Food ordering and storage methods.

Proper operation and maintenance of food service equipment.

Director of Food Service– Continued Page 3

Food handling, safety and sanitation standards and techniques.
Federal and State laws and regulations governing child nutrition programs such as USDA donated food usage, free and reduced meals programs for needy students and competitive sales.
Inventory and record keeping procedures.
Basic cost accounting techniques.
Efficient staff utilization procedures including time and motion studies and work scheduling.
Orientation and training methods for nutrition center employees.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, coordinate and monitor various District food services programs relating to food and equipment procurement, nutritional and safety requirements, personnel, financial efficiency and operational efficiency.
Interact and coordinate program(s) with federal, State and local government agencies and vendors.
Develop and recommend changes in District food services operations.
Plan and modify menus in relation to likes, waste, and commodities using proper nutrition requirements.
Implement a variety of operations and training programs and policies.
Conduct site visits to facilitate communications inspect quality of services and adherence to rules and regulations.
Assure adherence of food service programs to federal, State and local laws and regulations and District requirements.
Analyze food service operations for cost effectiveness.
Prepare and deliver oral presentations.
Maintain records, compile and verify data and prepare reports.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years increasingly responsible food services experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license. Must complete training course for certification of beginning school food services personnel as prescribed in 702 KAR 6:045.

Revised: April 2002