

PINELLS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0265
Pay Grade: C09

FLSA: Exempt

DIRECTOR, FOOD SERVICES

MAJOR FUNCTION:

An administrative position requiring major leadership responsibility in planning, organizing, coordinating, directing and evaluating all phases of Food Service operations for this school system.

DUTIES AND RESPONSIBILITIES:

- Plans with Food Service supervisors, managers and various school staffs for the provision of meals meeting recommended nutritional requirements at an acceptable cost.
- Administers the National School Lunch and Breakfast Programs in compliance with federal regulations, state board rules and School Board policies.
- Prepares the district food service program budget and implements systems for financial management and control of program revenue and expenditures.
- Plans, directs and evaluates the management of food service systems to insure quality and accountability in the distribution, storage, production, merchandising and service of food.
- Develops policies, in cooperation with school principals, for staffing and criteria for new positions, makes recommendations for the hiring of new employees and the evaluation of staff performance.
- Plans, organizes and supervises the training of all School Food Service personnel and ensures that inservice training programs are constantly updated to achieve program standards.
- Assists the Department of Purchasing in the development of specifications for food and equipment bids, and is responsible for the testing and evaluation of new products and information.
- Plans, implements and evaluates a system for procurement, receiving, storage and distribution of food, equipment and supplies.
- Works with district administrative personnel in facility planning, equipment specification and selection for new and renovated schools.
- Identifies program needs, establishes program goals, monitors program activities, and evaluates program effectiveness.
- Administers a system for providing technical assistance to schools in all phases of food service including: food production, work simplification, staffing, work schedules, menu changes, special meals, equipment selection, use and care, inventory control, employee evaluation, cash control and methods of cost containment.
- Directly supervises the activities of the Area Food Service Supervisors and indirectly the Area Managers.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Master's degree in field emphasizing one or more of the following areas: Administration, Business Management, Nutrition and/or Institutional Food Management; minimum of five (5) years successful experience in management and supervision preferably relating to quantity food preparation and service; demonstrated ability to plan, organize, and direct the activities of a large school system's food service operation; demonstrated experience and knowledge of operational and financial reporting. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; REVISED: 3/88; BOARD APPROVED: 3/9/88;
FORMAT REVISED: 7/88; REVISED (MQ'S) 10/96 PBL; BOARD APPROVED: 11/12/96;
REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DIRECTOR, FOOD SERVICES

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Food Services - ADM