



# Longview Independent School District

## JOB DESCRIPTION DIRECTOR OF FOOD SERVICE

<b>JOB TITLE:</b>	Director of Food Service	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Business and Finance	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Food Service	<b>PAY GRADE:</b>	Administrative 3

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### PRIMARY PURPOSE:

Direct and manage the food service program and supervise food service operations in district facilities; plan and implement programs that fulfill regulatory requirements, meet the nutritional requirements for students, promote the development of sound nutritional practices, and maintain a safe and sanitary environment

### QUALIFICATIONS:

#### Education:

Bachelor's degree in business, nutrition, dietetics, and any other related field

#### Experience:

Three years experience in food service management

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Contribute to the recommendation of sound policies directed toward program improvement
2. Prepare, review, and revise job descriptions in food service department
3. Develop training options and/or improvement plans to ensure the best operation in the area of food service
4. Evaluate job performance of employees to ensure effectiveness
5. Make sound recommendations relative to personnel placement, transfer, retention and dismissal
6. Direct and manage the district's food service programs



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

7. Ensure that programs are cost effective and funds are managed prudently
8. Compile budgets and cost estimates based upon documented program needs
9. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy in the area of food service
10. Compile and file all reports, records, and other documents required
11. Maintain records according to USDA and TDA guidelines
12. Assist with the development of a cost-effective and efficient system for procurement of all food and nonfood materials meeting federal procurement and TDA standards
13. Establish and direct the process for free and reduced lunch applications following USDA and TDA guidelines regarding eligibility and reimbursement of federal funds
14. Ensure that security measures are taken to protect food, supplies and equipment in school cafeterias, lunchrooms and warehouses
15. Direct the training of management staff
16. Direct the planning and implementation of nutrition education programs
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees as required



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### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to lift 25 to 50 lbs.

**EVALUATION:** Professional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: July, 2009**