

# DEXTER CONSOLIDATED SCHOOLS JOB DESCRIPTION

Position: FOOD SERVICES DIRECTOR

Supervisor: Superintendent

**GENERAL JOB DESCRIPTION:** To maintain a quality food service throughout the district.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Promote an environment/climate conducive to productive performance.
2. Be self-motivated
3. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program, and time.
4. Communicate accurately and effectively.
5. Use supervision, staff development, and performance evaluation to improve the program of the district.
6. Demonstrate leadership.
7. Demonstrate an understanding of political theory.
8. Comply with all School Board policies and administrative regulations.
9. Work cooperatively with colleagues and administrators.
10. Responsible for school cafeterias and food service staff.
11. Responsible for health and well-being of every person who eats one of the cafeterias meals.
12. Communicate with managers and staff.
13. Communicate with students, all school personnel, parents, and the community.
14. Maintain all reports and information required in the following specific areas:
  - a) National School Lunch Program-agreement
  - b) applications process/Direct Cert listings
  - c) Horizon Program
  - d) Department of Defense
  - e) Fresh Fruits and Vegetables Program
  - f) Breakfast Grant
  - g) Commodity Program-order
  - h) delivery
  - i) Inventory
  - j) claims
  - k) Procurement-bid
  - l) Vendors
  - m) food and non-food
  - n) supplies
  - o) equipment
  - p) Budget-investments
  - q) Marketing-menus
  - r) National School Breakfast Week and National School Lunch Week
  - s) nutrition classes
  - t) Calendar-monthly for food service activities

- u) Newsletter as needed for food service information
- v) Meetings as needed for food service staff and/or managers
- w) Evaluations food service managers and school visits
- x) Banquets, organization and pricing
- y) Preschool and Day Care-pricing
- z) Employment interviews

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Communicate with central office administrators and school board.
2. Maintain positive relations with food service manager, food service staff, students, administrators, faculty, custodians, maintenance, and vendors.
3. Provide orientation for food service substitutes.
4. Provide current food service substitute list obtained from personnel to managers.
5. Provide payroll information to food service managers and staff.
6. Attend district meetings.
7. Attend professional and professional organizational meetings.
8. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

**QUALIFICATIONS:**

1. Three years experience in Home Economics, Dietetics or Food Service.
2. Experience in supervising a food service program is desirable.
3. Ability to work with many people and maintain positive attitude.
4. Possess a valid New Mexico driver's license appropriate for operating vehicles.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 50 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate relevant multi-media equipment including current technology.
2. Knowledge of food service equipment and machinery.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

**TERMS OF EMPLOYMENT:**

FLSA exempt employee.

Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

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

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

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

Supervisor: \_\_\_\_\_

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