

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR II – SCHOOL FOOD SERVICES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Business Administration, Institutional Food Service Management or related field.
- (2) Bachelor's Degree from an accredited educational institution in Hotel, Restaurant, Institutional Management, Hospitality Management or related field, with six (6) semester hours in food and nutrition and nine (9) semester hours in three (3) of seven (7) specific areas of institution administration.
- (3) Certification in Food Services Management.
- (4) Internship approved by American Dietetic Association; or, five (5) years school food services experience.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School Board policies, statutes, rules and regulations relating to areas of responsibility. Skill in the use of computers and other technological equipment. Ability to manage and supervise personnel. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing. Knowledge of budgeting procedures. Knowledge of USDA rules and regulations related to School Food Services.

REPORTS TO:

Assistant Superintendent - Operations

JOB GOAL

To provide the School District of Escambia County with a nutritionally sound food services program which is cost efficient and meets the needs of students.

SUPERVISES:

Food Services Department Supervisors, Technicians, Clerks and Secretaries

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan and manage the District's food services budget.
- * (2) Coordinate the preparation of periodic reports.
- * (3) Assure proper records are maintained for audit purposes.
- * (4) Establish guidelines emanating from state, federal (USDA) laws and School Board policies.
- * (5) Oversee the annual expenditures and revenue of the budget paying all direct and indirect costs.

DIRECTOR I I – SCHOOL FOOD SERVICES (Continued)

- * (6) Oversee the bidding and food selection process.
- * (7) Prescribe procedures for all aspects of financial accountability and reporting.
- * (8) Oversee the annual menu planning initiatives as executed by the food services department.
- * (9) Complete drawings and specifications for all school cafeteria replacement equipment budgeted annually and oversee the bidding process.
- *(10) Develop guidelines for sanitary practices and for maintaining the integrity of the food protection chain.
- *(11) Oversee the free and reduced meal program for needy students assuring it meets all requirements and criteria.

Inter / Intra-Agency Communication and Delivery

- *(12) Interact as necessary within the District with all individuals and entities that may impact the food services program.
- *(13) Interface with Department of Education (DOE) Food and Nutrition office, Florida State Auditor General, USDA representation, Health Department and School Board.
- *(14) Assist in maintaining a positive public relations program.
- *(15) Participate in the planning of new facilities and renovation of existing facilities.
- *(16) Submit recommendations to the School Board for new or revised policies.

Professional Growth and Improvement

- *(17) Keep well informed about current trends and best practices in food service.
- *(18) Facilitate the development of staff inservice activities and conferences.
- *(19) Develop and implement pilot student and program innovations.
- *(20) Maintain a network of peer contacts through professional organizations.
- *(21) Set high standards for self and others.
- *(22) Motivate employees by coordinating expenses-paid junior college food services management courses.

Systemic Functions

- *(23) Develop or assist in developing the department budget and monitor its implementation.
- *(24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(26) Serve on District, state or community councils or committees as assigned or appropriate.
- *(27) Evaluate and monitor the allocation of food service workers and the formula on which allocations are based.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(29) Coordinate menu analysis and solicit input from managers, students and parents.
- *(30) Exercise proactive leadership in promoting the vision and mission of the department.
- *(31) Demonstrate initiative in identifying potential problems and take appropriate action.
- *(32) Facilitate problem solving by individuals and groups.
- *(33) Educate, through community outreach and training seminars, healthy eating habits and nutrition tips for parents.
- *(34) Promote and support professional growth for self and others.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

DIRECTOR II – SCHOOL FOOD SERVICES (Continued)

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 6

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002