

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Food Service Director

Job Purpose Statement/s:

The Food Service Director will have direct responsibility for the success of the Food Services program. Under the supervision of a District Office Administrator, this position will provide for the budgeting, ordering, delivery, and preparation of foods to be served on a daily basis to all students and staff in all District Schools. In addition, this position will provide direction to kitchen staff on nutrition, portions, menus, work methods and determine staffing levels. The position will also be responsible for planning and serving special events as requested.

Essential Job Functions:

- **Establish** and monitor Food Services Department goals and objectives in relation to sound principles of food service management, current practice in adult and child nutrition, and district goals and objectives.
- **Plan** and administer Food Services Department budget to include adequate accounting records and cost control analysis systems.
- **Responsible** for planning, organizing, directing, hiring, training, reviewing and evaluating food services staff for 8 schools and in the food services office.
- **Develop** menus consistent with current adult and child nutrition practices and USDA requirements for the National School Lunch and Breakfast Programs for the purpose of providing nutritional meals for students, staff and patrons.
- **Coordinate** meal service with principals and other district personnel.
- **Establish** and monitor food preparation, quality and portion control standards.
- **Establish**, monitor and enforce sanitation standards for the purpose of safeguarding staff and student health.
- **Analyze** economical work methods in a school kitchen setting for the purpose of achieving maximum effectiveness.
- **Promote** reduction in operating costs by analyzing costs of materials, equipment, commodities and labor for the purpose of increased efficiency.
- **Maintain** appropriate purchasing procedures and tracking methods for the purpose of efficient auditing of operations.
- **Write** specifications for and in coordination with Business Services, purchase food supplies and equipment.
- **Organize** and maintain District, state and federal reports.
- **Ensure** that the Food Service Department complies with all USDA, state and local regulations and laws.
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.

Other Job Functions:

- **Represent** the District at meetings, conferences and seminars concerning child nutrition programs and other topics related to the Food Services Department.
- **Meet** with administrators, teachers, students, and parents to discuss nutrition, menus, or other food services related topics of concern.
- **Perform** such other related duties as may be requested by the Chief Financial Officer or the Superintendent.

Essential Job Requirements – Qualifications:

- Possess a Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or equivalent combination of training and experience.
- Thorough knowledge and demonstrated experience regarding large scale food preparation techniques, procedures and equipment
- Knowledgeable of USDA guidelines and application at the local level
- Possess a strong commitment to customer service
- Demonstrated ability to work in a collaborative, consensus building atmosphere with a diverse workforce
- Hold a valid driver's license and possess reliable transportation
- Ability to communicate effectively and maintain working relationships with representatives of outside agencies, other employees and students using tact, courtesy and good judgment
- Ability to understand and execute oral and written instructions, policies and procedures.
- Skills to operate standard office equipment including use of basic computer applications

- Ability to physically perform assigned duties. Physical requirement include ability to sit/stand for prolonged periods, lifting/carrying/pushing/pulling, stooping, reaching/handling/fingering, near/far visual acuity /depth perception

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; district drug screen clearance; Blood borne Pathogen training; and Food Safety Training of at least 8 hours within 5 years prior to or within 30 days of start date.

PHYSICAL REQUIREMENTS:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

Single Grasping Pushing and Pulling Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:

Yes No
- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

I, _____ have read and received a copy of this

PRINT YOUR NAME HERE

job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date