

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION-  
FOOD SERVICE DIRECTOR**

**DEFINITION**

To set objectives and develop strategies for food service in the District with regard to best practices, food quality, nutrition, and fiscal management; to plan, organize and supervise food service operations within the District; and to perform a variety of technical tasks utilizing computer programming skills.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision and direction from the Superintendent or his/her designee, and exercises direct supervision over assigned food service personnel.

**EXAMPLES OF DUTIES** - May include, but are not limited to, the following:

- Has primary responsibility to set objectives and develop innovative and progressive strategies for food service activities of the District, which are in keeping with best practices, food quality, nutrition and responsible fiscal management.
- Is responsible for preparing and maintaining a balanced budget; oversees banking and cash handling practices; approves invoices; and performs other food service financial operations, including cost analyses of cafeteria operations. Implements strategies, which improve efficiency and cut overall cost, including the use of technology for all calculations, reports, nutritional analysis, menu planning, etc.
- Sets as a priority the continual improvement of the District's food services practices, including increased participation, nutrition education and fiscal solvency. Prepares various reports on operations and activities.
- Selects, trains, supervises, and evaluates staff; develops operating procedures and practices to meet District and department objectives. Provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Is responsible for compliance with federal, state and local nutrition laws, rules, and regulations.
- Is responsible for facilities planning; providing and maintaining equipment; and maintaining health and safety standards at all food preparation and handling locations.
- Is responsible for purchasing, warehousing, and obtaining and utilizing federal commodities, maintaining inventory control, and distributing food and non-food items.
- Is responsible for the effective operation of each school's cafeteria program, including planning, prioritizing, assigning, supervising and reviewing the work of staff involved in the food service program.
- Is responsible for recommending meal prices; projecting participation, staffing facilities, and equipment needs.
- Is responsible for verifying student eligibility for meal price assistance (providing public notice) within a timely manner, maintaining records, and filing reimbursement claims.

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**EXAMPLES OF DUTIES (Continued)**

- Is responsible for menu planning; public information, including providing nutritional education as well as information which would increase participation; and assisting instructional staff with nutrition education activities.
- Coordinates special events as necessary; organizes food service for special events and conferences.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university or equivalent training in food service management, dietetics, restaurant management or related field.

**Knowledge of:**

- Experience based knowledge of foods, nutrition, portion control, volume production and distribution.
- Personnel management practices including interviewing, selecting, training supervision, motivating, manpower, utilization, and evaluating staff.
- Principles and practices of educational institution food service.
- Principles and practices of menu planning.
- Principles of computerized accounting, record keeping and budget management.
- Pertinent local, state and federal laws, ordinances and rules concerning nutrition and related areas governing cafeteria administration in a public school system.
- Effective purchasing policies and procedures.
- First Aid and safety practices, including universal precautions.

**Ability to:**

- Establish and maintain effective fiscal and operations records and reports.
- Communicate effectively and establish and maintain cooperative and effective working relationships with public and private agencies, company representatives, vendors and district staff.
- Direct the activities of and supervise, train and evaluate assigned food service personnel.
- Organize, implement and direct food service operations.
- Plan and coordinate a large, attractive and creative menu with modern methods of efficiency.

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**Ability to: (continued)**

- Interpret and explain pertinent District policies and procedures.
- Develop and recommend a budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain cooperative working-relationships with those contacted in the course of work.
- Operate computers and implement technological updates when available.
- Work and communicate effectively with students, teachers and other staff members, both orally and in writing.
- Work independently with little supervision

**Experience and Training**

Three years successful institutional food service, supervisory or management experience in planning, meal preparation, supervision and financial control.

**Special Requirements**

Possession of a valid California driver's license, and a vehicle to utilize in transporting oneself from site to site.

**Physical Requirements**

Ability to perform the physical requirements to carry out assigned duties safely and effectively, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance.

**PAY**

Range: M, Confidential & Classified Management Salary Schedule.

Board approved: August 10, 2000