

DIRECTOR, FOOD SERVICES

GENERAL RESPONSIBILITIES

Responsible for providing leadership in supplying breakfast, lunch, snacks and special events for the students, staff and administration within the policies and regulation of the United States Department of Agriculture, Virginia Department of Education, Virginia Department of Agriculture, Virginia Beach City School Board and Virginia Beach City Department of Public Health.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide leadership to employees of the Food Service organization through constant communication to instill the organizational goals for all personnel.
- Coordinate the School Food Service Program to assure that it is operated and administered in accordance with federal, state and local policies.
- Supervise and review the yearly Food Service Operational Budget before it is submitted for School Board approval.
- Direct and implement procedures necessary for procuring, allocating, distributing, storing and accounting for the United States Department of Agriculture commodities, purchased food and supplies.
- Supervise the receiving, depositing and accounting for all monies related to the operation of the School Nutrition Program.
- Evaluate customer input as it relates to the service supplies by the Food Service organization.
- Evaluate and approve the need for purchasing new and replacement kitchen equipment for the Food Service Operation.
- Supervise the evaluation process for food services.
- Analyze staffing needs for each school cafeteria.
- Supervise all areas of Food Service Staff Development.
- Serve on department and school system committees.
- Assist the Office of Facilities Planning & Construction in kitchen Layout and design for new schools.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, procedures and regulations relating to school food service; thorough knowledge of food quality and values; thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities; thorough knowledge of budgeting and accounting practices and procedures; ability to plan and supervise the work of a large group of employees; ability to prepare complex and technical reports; ability to express ideas clearly, orally and in writing; ability to establish and maintain effective working relationships with school officials, school administrators and associates.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university supplement by a Master's Degree in business or education administration and considerable food service management experience. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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