

SCHOOL DISTRICT OF ALTOONA

TITLE: Director of Food and Nutrition Services

JOB ANALYSIS: Under the direction of the Business Manager, the Director of Food and Nutrition Services will provide leadership to assure cost-effective operations of the food service program through careful planning, directing, and controlling of food production, distribution, service, clean-up, compliance with federal regulations, training and record keeping.

REPORTS TO: Business manager and building principals

SUPERVISES: All food service personnel

QUALIFICATIONS:

- Applicant must possess one of the following:
 - Bachelor's degree or equivalent in specific majors
 - Bachelor's degree or equivalent in any major, plus a state-recognized certificate
 - Associate's degree or equivalent plus at least one (1) year of relevant experience
 - High school diploma (or GED) and five (5) years of relevant experience
- Required trainings and previous experience in a quality food service program.
- Knowledge of principles of food purchasing, receiving, and storage; menu planning and evaluation; quantity food production; safety and sanitation; basic nutrition and personnel management.
- Ability to effectively supervise and motivate employees; organize work, set priorities, and be flexible and adaptable to change. Ability to demonstrate patience, cooperation, tact, and ethical judgment in interaction with staff, students, teachers, administration, and parents.
- Ability to lift up to 50 pounds and stand and walk on hard floors, tolerate elevated noise levels and fluctuations in temperature.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

- Plans and directs the preparation and serving of all food in the cafeteria.
- Oversees and coordinates the daily operation of the District's food service program.
- Is responsible for the security of food, supplies, and revenue.
- Supervises and participates as needed in the preparation and serving of food.
- Oversees and participates as needed in the cleaning of the kitchen and related areas.
- Plans work schedules, arranges for subs when required, and maintains employee time records.
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.

- Ensures that all equipment in the cafeteria area is in safe working condition, and notifies the appropriate authority when repairs are needed.
- Maintains records on food and supplies received and used.
- Maintains accurate production records conforming to federal/state department guidelines.
- Maintains and submits required federal reports, including all free and reduced applications.
- Hires and trains new kitchen employees.
- Monitors food production and service to assure that planned menus are followed and that menu substitutes comply with Federal regulations.
- Maintain Food Service website.

CONTRACT: 213 Days

SALARY: Based on experience

Adopted: 7/7/2014