

CAMERON SCHOOL DISTRICT

GDAO-1

JOB TITLE: Food Service Director

JOB SUMMARY: The Food Service Director will be responsible for:

- Overseeing the preparation and serving of all meals;
- The management of the food service production and delivery system, including purchase and inventory of all food and supplies;
- Food quality, nutrition and productivity standards;
- The training and supervision of all food service staff, including time management techniques and delivering the highest possible customer satisfaction.

REPORTS TO: District Administrator

ESSENTIAL JOB TASKS:

- ✓ Direct the expenditure of the food service budget.
- ✓ Insure that the food service operates within established budgetary guidelines.
- ✓ Assign, direct and supervise food service workers.
- ✓ Assist in the hiring, training, transfer, promotion, demotion, or dismissal of food service workers.
- ✓ Follow proper receiving, storage and preparation techniques to insure that all food items are maintained as a high quality until consumed.
- ✓ Plan, implement, and review all breakfast and lunch menus.
- ✓ Maintain the highest standards of cleanliness and safety in the kitchen.
- ✓ Prepare local and state reports as directed or required.
- ✓ Implement strategies to create an atmosphere that will attract and retain customers.
- ✓ Understand and implement safety procedures as required by the district.
- ✓ Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- ✓ High school diploma. Post-secondary food service training and work experience is desirable. Serve Safe Certification.
- ✓ Ability to establish working relationships with co-workers and function as part of a cohesive team.
- ✓ Commitment to keep current with workplace innovations that enhance personal productivity.
- ✓ Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- ✓ Record maintenance skills. Ability to accurately compute and record mathematical data.
- ✓ Ability to interact comfortably and confidently with students, staff, and the community.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle, or feel objects, tools, or controls; talk or hear. The employee frequently is required to reach with hands and arms. The employee is required to be on his/her feet for extended periods of time. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp utensils or carry pots and pans. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as crates, bags or cartons of canned or fresh produce. The employee will sometimes push/pull items such as tables, or bulk food carts. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors. The employee will work near or with food preparation equipment. The employee may occasionally work with toxic or caustic chemicals such as degreasers and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

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