

## Tupelo Public School District

	<b>FLSA STATUS:</b>	Exempt
<b>JOB TITLE:</b>	Director of Food Service	
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Graduation from college with major in the field of home economics, food service, or related field.</li> <li>2. Minimum of three years experience as teacher or home economist or related field.</li> <li>3. Must possess ability to organize, delegate, supervise, as well as work easily and tactfully with people</li> <li>4. Must have proper state certification</li> <li>5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</li> </ol>	
<b>REPORTS TO:</b>	<b>Executive Director of Operations and Maintenance (O&amp;M)</b>	
<b>JOB GOAL:</b>	To provide each school child with quality, nutritious meals and to operate a program within guidelines established by federal, state and local regulations.	

### PERFORMANCE RESPONSIBILITIES:

1. Interviews and screens job applicants and consults with principal and managers prior to board approval of any cafeteria personnel.
2. Administers personnel policies, supervises and evaluates cafeteria managers and office assistants.
3. Standardizes personnel policies, levels of cleanliness, health and safety.
4. Administers a centralized purchasing program among all seven-teen cafeterias.
5. Supervises and assists in preparation of bid specifications for all purchases on bid.
6. Monitors conditions under which bids are prepared and awarded and makes recommendations for Board approval.
7. Supervises purchasing of bid items and non-bid items such as food, supplies, new equipment and replacement equipment.
8. Responsible for making request, receipt, storage, distribution and use of USDA food.
9. Monitors individual cafeteria record keeping and money handling.
10. Monitors a centralized record and bookkeeping system.
11. Evaluates the food service operations and makes improvements and corrections as deemed necessary.
12. Evaluates food service facilities to ensure that standards of diet, cleanliness, health and safety are being administered.
13. Supervises preparation of and directs implementation of new programs or changes in existing operation.
14. Administers free and reduced school meal policies.
15. Administers special food service related functions in school system.
16. Coordinates food service program with community and media.
17. Consults with school planners and architects when plans are needed for new or renovated cafeterias.
18. Keeps abreast of nutritional, health, educational changes and updates.
19. Schedules regular visits into all seventeen schools.
20. Determines standardized prices charged for meals and extra sale items with Board approval.

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21. Directs staff development program for all food service employees.
22. Keeps Lee County/Tupelo school Boards and administrators informed and abreast of food service operation.
23. Schedules meetings, workshops and training sessions for all food service employees.
24. Assists principals and teachers in instructional phases of work related to good nutrition or special projects.
25. Prepares yearly budget through setting up a financial projection and keeps operation within the limits.
26. Performs other duties as requested by superintendents and school boards.

### **PHYSICAL DEMANDS:**

While performing the duties of the, the employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk or to hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by superintendents and school Boards.

### **EVALUATION:**

Job performance will be evaluated annually according to Board policy.

Approved By:		Date:	
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