



## **FOOD SERVICE DIRECTOR**

### **QUALIFICATIONS:**

- High school diploma and at least three years of school foodservice experience OR Bachelor's degree and certification in an Oregon state recognized food related field.
- Knowledge of dietary principles and practices related to school meal programs;
- Procedures and equipment used in preparation, cooking and serving food in large quantities; food values, proper food combinations and economical substitutions that may be made;
- Factors involved in menu planning and state laws and district policies pertaining to the national school lunch program; knowledge of budgeting and bidding procedures;
- Ability to maintain cooperative relationships with subordinate employees; and
- Have a First Aid card as requested by supervisor.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge and understanding of district policies, procedures, and standards.
2. Knowledge and ability to interpret and apply UDSA and ODE regulations governing federal child nutrition programs, including but not limited to the National School Lunch Program, Snack Program, and Breakfast Program.
3. Knowledge of meal accountability systems and the ability to implement and manage the technology platforms used to support program operations.
4. Knowledge of contract, administration, and oversight.
5. Strong oral, written, and interpersonal communication skills.
6. Exhibits a commitment to continuous improvement by engaging in open, collaborative discussions focused on strengthening program quality and advancing student well-being.
7. Exhibits a strong work ethic, reliability, and personal accountability in fulfilling responsibilities and supporting the success of the Nutrition Services program.
8. Demonstrates innovative and creative problem-solving abilities; engages others in decision-making and takes responsibility for results.
9. Exhibits a strong commitment to supporting all staff and students in a respectful, inclusive, and service-oriented manner.
10. Ability to build positive and productive relationships.
11. Ability to respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representative of our core values.
12. Ability to work effectively under constant deadlines and time constraints.
13. Ability to model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.

### **REPORTS TO:**

- Superintendent

### **JOB GOAL:**

- To promote a district-wide nutrition food services program which meets state and federal guidelines while providing healthy, appealing and nutritious meals in a fiscally responsible manner.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

1. Actively participates in organizational meetings and projects, fostering a culture of collaboration and mutual respect. Contributes ideas and supports colleagues to achieve common goals.
2. Demonstrates a commitment to personal and professional growth by seeking out learning opportunities and embracing feedback. Strives for excellence in all tasks and responsibilities.
3. Provides exceptional service to internal and external customers, ensuring their needs are met with efficiency and empathy. Maintains a positive and proactive attitude in all interactions.
4. Encourages and implements innovative solutions to improve processes and outcomes. Is open to new ideas and approaches and contributes to a culture of creativity and forward-thinking.
5. Provides leadership and oversight of the district's Nutrition Services program, during school year and extensive summer program.
6. Leads the development and approval of procurement systems for food, equipment, and related services in compliance with federal, state, and local procurement standards; oversees purchasing activities and ensures district validation and accountability.
7. Ensure that:
  1. Operational performance meets district expectations for participation, customer satisfaction, and service quality, and systems are in place to receive, evaluate, and resolve concerns.
  2. Meal pricing structures align with federal, state, and local requirements.
  3. Meal service operations comply with all federal and state requirements related to child nutrition programs, including, but not limited to, the School Breakfast and National School Lunch programs.
  4. All personnel supporting child nutrition programs meet USDA professional standards for hiring and annual training; required documentation is maintained to ensure regulatory compliance and audit readiness.
  5. Menu planning and nutritional standards align with USDA guidelines and district wellness goals.
  6. Specifications for food, supplies, and equipment are developed in alignment with district needs and long-term goals; procurement processes follow applicable bid procedures and federal purchasing regulations.
  7. Funds are collected, reconciled, deposited, and disbursed in accordance with district procedures and state and federal requirements; reimbursement claims are timely, accurate, and fully supported.
  8. Meal production records and accountability systems are maintained with accuracy and audit readiness.
  9. Kitchen workflows and inventory systems are regularly evaluated for efficiency and effectiveness; procedures are established to support the proper care, preventative maintenance, and repair of equipment.
  10. Available for after-hours deliveries as needed.
  11. Problems or emergencies affecting the availability or quality of Nutrition Services are addressed promptly and collaboratively to support continuous improvement and program effectiveness.
  12. Oversees the district's school site monitoring process to ensure compliance with federal and state regulations related to meal service, food safety, and recordkeeping; conducts site visits as needed and supports staff in using findings to improve program quality and maintain regulatory integrity.
  13. Selects, supervises, evaluates, and supports district Nutrition Services staff. Collaborates with Maintenance and Construction personnel providing guidance and coordination related to Nutrition Services equipment and facility operations.
  14. Oversees the development and management of the Nutrition Services budget in collaboration with Financial services, ensuring alignment with district financial goals, regulatory requirements, and program needs.
  15. Serves as the primary point of contact for Nutrition Services communication, ensuring professional, responsive, and customer-focused engagement with district staff, families, and community members.
  16. Leads and delivers training and presentations for district staff, families, and community members as needed, including in areas such as food production, sanitation, safety, meal service procedures, and other nutrition-related topics.
  17. Fosters a respectful, inclusive, and collaborative working environment through open communication and strong relationships with the Nutrition Services team, district departments, school-based staff, and program partners.
  18. Participates as an effective and collaborative team member.
  19. Arranges for substitutes as necessary.
  20. Maintains professional and technical knowledge through participation in relevant trainings, workshops, conferences and other professional development activities.

21. Knowledge of Wellness Policy review and assessments and Smart Snack Requirements.
22. Performs other duties related to the position, as assigned.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 50 pounds of equipment, and fine manipulation (i.e., keyboard).
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance of this job will be evaluated in accordance with the provisions of the School Board Policy on evaluation of administrative personnel.

I have received a copy of this job description

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Signature

\_\_\_\_\_  
Date