

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

- Position:** Director of Food Services
- Supervisor:** Assistant Superintendent for Operations
- General Job Description:** To maintain a quality food service program throughout the district.

Essential Duties and Responsibilities:

1. Demonstrates foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Be responsible for health and well-being of every person who eats one of the cafeterias meals.
11. Communicate with managers and staff.
12. Communicate with students, all school personnel, parents, and the community.
13. Maintain all reports and information required in the following specific areas:
 - a. National School Lunch Program-agreement
 - b. applications process
 - c. Commodity Program-order
 - d. delivery
 - e. inventory
 - f. claims
 - g. Procurement-bid
 - h. vendors
 - i. food and non-food
 - j. supplies
 - k. equipment
 - l. Budget-investments
 - m. Marketing-menus
 - n. National School Breakfast Week and National School Lunch Week
 - o. nutrition classes
 - p. media
 - q. Calendar-monthly for food service activities
 - r. Newsletter as needed for food service information
 - s. Meetings as needed for food service staff and/or managers
 - t. Evaluations food service managers and school visits
 - u. Banquets, organization and pricing
 - v. Preschool and Day Care-pricing
 - w. Employment interviews.
 - x. Process free/reduced applications.
14. Be responsible for school cafeterias and food service staff.
15. Comply with all School Board policies and administrative regulations

Additional Duties and Responsibilities:

1. Communicate with central office administrators and school board.
2. Maintain positive relations with food service manager, food service staff, students, principals, assistant principals, faculty, custodians, maintenance, vendors.
3. Provide orientation for food service substitutes.
4. Provide current food service substitute list obtained from personnel to managers.
5. Provide payroll information to food service managers and staff.
6. Attend district meetings.
7. Attend professional and professional organizational meetings.
8. Perform other tasks as may be deemed appropriate and necessary by the supervisor(s).

Qualifications:

1. B.A. degree in Home Economics, Dietetics, or Food Service.
2. Appropriate certification/licensure in Home Economics, Dietetics or Food Service.
3. Three years experience in Home Economics, Dietetics or Food Service.
4. Experience in supervising a food service program is desirable.
5. Ability to work with many people and maintain positive attitude.
6. Experience in computer technology is desirable.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, reaching, squatting, kneeling, climbing stairs, and moderate lifting may be required (up to 50 pounds). Eye/hand coordination, normal range of sight and depth perception.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Knowledge of food service equipment and machinery preferred.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be willing to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.