

Rolling Hills Public Charter School

**JOB DESCRIPTION**

**5205P7**

**Title:** **Food Service Director**

**Qualifications:** High School Diploma.  
Post-secondary food service training or work experience is desirable.  
Meets all mandated health requirement (e.g. a negative tuberculosis test, etc.)  
A record free of criminal violations that would prohibit public school employment. Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations  
Ability to accurately compute and record mathematical data.  
The interpersonal, problem-solving and organizational skills required to supervise the food service program. The ability to perform the tasks listed below. Such other qualifications of academic, professional, and personal excellence as the Board of Trustees may specify.

**Responsible to:** Administrator/Principal

**Job Goal:** Supervise the planning, delivery, assessment, and ongoing improvement of the food service operations in the manner that supports the Charter School's Mission.

**Performance Tasks:** The Food Service Director shall:

- A. Supervise food service operations (e.g. staffing, menu planning, purchasing, warehousing, distribution, inventory, food preparation, record keeping, etc.) Monitor customer satisfaction and market the program to maximize profits. Account for all meals and prepare proper record keeping.
- B. Analyze data to improve food service operations. Monitor community demographics, resources, and emerging trends.
- C. Provide staff leadership. Engender staff enthusiasm and teamwork. Promote a safe, efficient, and effective working/learning environment. Use problem-solving techniques to tactfully address questions/concerns.
- D. Prepare revenue and expense projections and submit to the Board each semester. Manage cost-control programs. Obtain price quotes and prepare the food service project for submission to the Board. Administer the food service budget. Approve the purchase of food, supplies and equipment within the parameters of the food service budget.
- E. Comply with all reporting requirements. Ensure compliance with mandated regulations (e.g. portion size, sanitation procedures, etc.). Review applications for free and reduced meals. Maintain the

confidentiality of privileged information.

F. Participate in food service staff selection and orientation processes. Ensure volunteers are properly trained in procedures to effectively accomplish assigned duties. Evaluate certified kitchen staff at least one (1) time per school year.

G. Publish menus. Make available a variety of food choices that appeal to customer preferences.

H. Manage food preparation activities. Ensure that meals meet USDA child nutrition guidelines.

I. Address the needs of students with health conditions that necessitate dietary modification.

J. Attend all mandatory training provided by State or Federal agencies and keep updated of new USDA and other food service laws and regulations.

K. Oversee proper maintenance of café area.

L. Coordinate food service activities with other departments and outside agencies. Uphold Board policies and follow administrative guidelines/procedures.

M. Perform such other duties as assigned by the Principal/Administrator.

Terms of

Employment:

The employment period and salary shall be determined by the Board of Directors and the Principal/Administrator, and shall be based on the Board's approved salary schedule.

Employment in this position shall be "at will" and may be discontinued at the discretion of the Board at any time, or without any cause.

Evaluation:

Performance of this position will be evaluated at least once a year by the Principal/Administrator.

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By signing below, I acknowledge that I have read and understand the above job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Our Mission: Rolling Hills Public Charter School will kindle understanding and knowledge , imbue students with wisdom, and, cultivate the ability of each student while inspiring genius where we find it.**

Procedure History:

Adopted on: 9/13/2012

Revised and Adopted on: