

**State Job #7462**  
**DIRECTOR OF FOOD SERVICE**

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<b>TITLE:</b>	Director of Food Service
<b>REPORTS TO:</b>	Chief Operating Officer
<b>SUPERVISES:</b>	Food Service Supervisors, Food Service Account Clerk, Vending Secretary, Food Service Purchasing Supervisor, Food Service Systems Analyst, Food Service Program Assistant for Free and Reduced Price Meals, Secretary for Food Service Division
<b>JOB FUNCTION:</b>	To develop and oversee the functioning of the district-wide food service program, ensuring cost effectiveness and compliance with district, state, and federal requirements regarding purchasing, financial accountability, nutrition, sanitation, safety and record-keeping; select, supervise and evaluate the performance of assigned personnel; provide nutrition services which support the educational process and facilitate student achievement.

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**PERFORMANCE RESPONSIBILITIES:**

1. Maintains Food Service staff effectiveness by coaching, counseling, and disciplining employees and through planning, monitoring, and appraising job results. Assures the training, annual evaluation, and discipline of all food service employees.
2. Establishes staffing pattern for each food service operation. Develops measures of productivity to determine staff assignment or reassignment in compliance with approved organizational structure and Kentucky Department of Education (KDE) guidelines.
3. Assesses training needs and ensures that training and professional development activities are provided to meet those requirements. Ensures that all employees meet local health department and KDE requirements for food service employees as well as District-required training.
4. Prepares and manages the annual budget for the Food Service Division enterprise account.
5. Oversees the full cost accounting system for the Division ensuring that a clear audit trail exists. Interacts with external auditors, internal auditor, and Department of Finance to ensure compliance with standard accounting practices and to continually improve internal procedures.
6. Develops and executes contracts with outside agencies, such as Lexington-Fayette Urban County Government and Head Start for the provision of services. Establishes prices and oversees plans for delivery of services.

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7. Directs planning and execution of the operational program to include customer requirements and needs, indentifying and analyzing trends, responding to changes in state and federal guidelines and through input and collaboration with other members of the school community.
8. Prepares specifications for all Food Service purchases, including food, equipment and supplies; evaluates bids, makes purchase and recommendations as appropriate.
9. Processes and keeps current all agreements and policy statements with the Kentucky Department of Education and USDA Commodity Distribution Director related to participation in federal food programs (National School Lunch Program, National School Breakfast Program, Snack Program, etc.) and the provision of food services in the Fayette County Public Schools.
10. Participates in building construction and renovation planning as related to kitchen layout and design. Attends project progress meetings and interacts with architects, engineers, consultants, and contractors concerning equipment installation and other renovation activities that affect kitchen functionality.
11. Supervises the processing of free and reduced-price meal applications as required by state and federal agencies. Maintains files and disseminates information as appropriate.
12. Oversees and executes district-wide vending contracts. Interacts with staff and vendors to ensure that services are provided as outlined in contract and to resolve problems.
13. Recommends policies, policy revisions and procedures related to the Food Service Division. Consult with school principals, other administrators, parents, and food service staff to establish or revise operational policies; resolve problems involving food standards, labor issues, serving schedules, proper use of equipment and kitchen facilities; confer with Financial Services, Purchasing, Warehouse, Maintenance, Operations, and Human Resources representatives to coordinate functions with food service operations.
14. Acts as District liaison on issues related to school food service. Participates in school and community activities to facilitate public relations and enhance perception of child nutrition programs. Responds to media requests related to Food Service issues.
15. Maintains regular attendance.
16. Performs other duties as assigned.

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**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Must have a Bachelor’s Degree, Master’s Degree preferred, in Food Service Administration, Business Administration, or related field
- Minimum of three (3) years of successful administrative/managerial experience
- Must have a minimum of five (5) years experience in the field of quantity food preparation and food service management

**LICENSES AND OTHER REQUIREMENTS:**

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- None

<i>Original Date:</i>	_____
<i>Revision Date:</i>	<u>January 1995</u>
<i>Revision Date:</i>	<u>February 2001</u>
<i>Revision Date:</i>	<u>July 2012</u>