



2.6

POSITION DESCRIPTION

Food Service Director

QUALIFICATIONS

Minimum hiring requirements for new Food Service Directors with a student enrollment of 2,499 or less:

1. Bachelor's Degree, or equivalent educational experience, with academic major or concentration in Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a related field;

OR

Bachelor's Degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized Certificate for School Nutrition Directors (in Wisconsin, DPI School Nutrition GOALS Certificate);

OR

Bachelor's Degree in any academic major, and at least one year of relevant food service experience;

OR

Associate's Degree, or equivalent educational experience, with academic major or concentration in Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Science, Nutrition Education, Culinary Arts, Business, or a related field; and at least one year of relevant food service experience;

OR

High School Diploma (or GED) and at least three years of relevant food service experience. For SFAs with an enrollment of 500 or less, the Wisconsin DPI allows a minimum of one year of pertinent food service experience with this option.

2. Must be certified in all Food Service areas: School Nutrition Specialist; Level 4 Certification in School Food Service; Food Safety Manager Certificate; member of School Nutrition Association.
3. Previous experience in Food Service is required.
4. Must be able to supervise employees, fill out reports, and communicate with the public.

REPORTS TO: Director of Business Services

SUPERVISES: All Food Service Employees

JOB GOALS: To ensure the smooth, efficient, and fiscally responsible operation of the Food Service Department for the ultimate health, comfort, and benefit of the students and staff.

PERFORMANCE RESPONSIBILITIES

1. Assists the Director of Business Services in preparing and administering the Food Service budget using standardized accounting procedures.
2. Practices established budget controls relevant to program and financial management.
3. Sets the standard for professionalism and positive attitude, promotes teamwork, effective communication, and positive public relations among all District Food Service staff.



Respectful, Responsible, Safe & Prepared

4. Maintains an inventory of all foods, supplies, and equipment.
5. Recommends prices charged for various types of meals, a' la carte, and vending.
6. Plans the preparation and serving of menus every month; ensures publication of menus on the District website monthly.
7. Reviews and recommends for purchase the Food Service software program, including menus, ingredients, recipes, costing, and production records.
8. Provides technical assistance and suggestions for the preparation and serving of meals and set up of serving lines.
9. Inspects school lunch facilities and operations to ensure standards of cleanliness, health, and safety are being maintained and recommends improvements.
10. Evaluates and makes recommendations for facilities and equipment planning and replacement; obtains all necessary bids and quotes per job.
11. Interviews, screens, and recommends appointment of all Food Service personnel. Evaluates performance; and instructs, guides, advises, and disciplines according to policy. Approves all Food Service personnel timecards.
12. Provides yearly and ongoing staff training.
13. Reviews invoices, purchase orders, bids and quotes, etc. for accuracy.
14. Completes all federal and state contracts for subsidies; National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer School Food Service Program (SFSP), Wisconsin School Day Milk Program (WSDMP).
15. Responsible for completing Direct Diversion of USDA foods.
16. Completes monthly reimbursement claims, annual Food Service claims, bids, contracts with distributors, and others as directed.
17. Maintains Food Service Certificates such as School Nutrition Specialist, Level 4 Certification in School Food Service, and Certified Food Safety Manager. Annual training requirement of at least 12 hours.
18. Monitors all of the District's schools' performance in food production, serving of food, cashier/ point of service, purchasing/procurement, receiving/storage, food safety, free/reduced meal benefits, communications and marketing.
19. Assures and promotes confidentiality in all matters.
20. Performs other tasks and assumes other responsibilities within the overall scope of the position that the Director of Business Services may assign.

EVALUATION

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel.

REVISED: 1-24-2025

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.