

# Darlington County School District

## Director of Food Services (111)

### JOB POSTING

---

#### Job Details

*Title* Director of Food Services  
*Posting ID* 111  
*Description* **Description:** Director of Food Services  
240-day position  
Salary: Director Level 1; approximately \$85,000

**Available:** June 1, 2018, or Sooner

#### **Qualifications:**

#### REQUIREMENTS:

Bachelor's degree, or equivalent educational experience, with academic major in specific areas;\*

**OR**

Bachelor's degree in any academic major **and** at least 5 years in management of school nutrition programs.

**\*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.**

#### Additional Requirements:

- **Excellent organizational and communication skills.**
- **Demonstrated leadership in the areas of financials, strategic planning, problem-solving, teamwork, employee development and regulatory compliance.**
- **Knowledge of personnel regulations and State and Federal Regulations.**
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

#### RESPONSIBLE TO:

Chief Financial Officer

#### JOB GOAL:

To provide for the proper and effective development, management and operation of the School Food Service Program.

#### Performance Responsibilities:

- Providing the leadership in the development and operation of the School Food Service Program.
- Reviewing current research information to determine health and nutrition-related trends and food service management developments; and developing innovative program changes and expansions based on this information.
- Analyzing, forecasting, and preparing plans for meeting present, emerging or future needs in School Food Service programs.
- Implementing personnel policies and procedures according to local, state and federal regulations and laws.
- Standardizing and administering "in house" personnel policies, job requirements of similar-type positions and evaluating school food service personnel.
- Developing methods for hiring, training, and evaluating personnel that recognize education, experience, performance and certification.
- Developing job performance standards that provide for performance improvement and developing and supervising in-service education activities designed to overcome weaknesses observed in personnel evaluations.
- Establishing measurable financial objectives and goals and providing needed input in the budget development process.

- Implementing efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws.
- Working with the business office personnel in standardizing and maintaining food service accounting procedures.
- Seeing that quality procedures are adhered to in local purchasing, in cooperative buying of those items that can be purchased cost effectively in volume-type buying, in preparing specifications and working with the purchasing agent for procuring those items while following all district procurement procedures.
- Supervising the distribution of commodities to various schools in the District.
- Establishing standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.
- Providing general overview of menu preparation.
- Ensuring that food is prepared and served in a sanitary and safe environment.
- Working closely with the Health Department on all phases of food service as related to health and sanitation.
- Conducting monthly meetings with cafeteria managers to inform them of food service developments, problems, and to foster cooperative efforts for operation improvement and problem solving.
- Keeping the public informed concerning the program through the press, club programs, exhibits, and civic meetings.
- Visiting all school food service operations periodically to keep abreast of what is going on, for planning for improvement, for recognition of quality service, for generally insuring high standards of health, safety, food preparation, and to evaluate on the site programs.
- Observing and following up on equipment needs (maintenance, renovation, new, etc.) recommended by food service personnel and making needed recommendations. Determining equipment needs and specifications consistent with program needs and budget.
- Administering of food related duties for the Adult Banquet Account.
- Attending all mandatory professional meetings called by District, State Department and USDA.
- Supervising hiring, termination, and reassignment of Food Service employees as necessary.
- Completing administrative reviews as mandated by State Food Services office.
- Distributing necessary information to county principals for free lunch program maintenance, and supervising and reviewing federal program regulations including verification requirements.
- Performing and directing job related proficiency with the highest ethical integrity.
- Performs other duties as assigned.

**Technical Skills, Knowledge and Abilities:**

- Proficiency in computer applications including Microsoft Word and Excel, as well as working knowledge of K-12 Food service software systems and point of sale systems. Familiarity with Harris (Smart Fusion) computer systems preferred.
- Knowledge of procedures, policies, practices and methods of the School Food Services operation.
- Knowledge of local, state and federal regulations regarding School Food Services operation.
- Knowledge of all federal, state, city health, sanitation and safety policies, laws and guidelines as they relate to food service preparation.

**A complete application packet must be submitted through the online application system prior to the closing date in order to be considered for this position. ALL of the following requirements must be submitted before the deadline:**

- **Administrative Employment Application**
- **Letter of interest**
- **Résumé**
- **Copy of qualifying credentials and certification**
- **3 Classified Reference Forms**

**NOTE:** It is the responsibility of the applicant to insure that all required application documents are submitted prior to the posted deadline. **An incomplete application will render the applicant ineligible.**

**For DCSD Employees:** In addition to the application packet, please submit a "Request to Interview for Transfer" form (available on the website, in the schools and at Department of Human Resources).

