



Union County School District
PO Box 907
Union, South Carolina 29379

**Director of Food and Nutrition Service
2018-2019 School Year**

Posted: December 1, 2017

Qualifications: *(as specified by the HHFKA 2010)*

1. Bachelor's Degree in specific/related major

***food and nutrition, foodservice management, dietetics, family and consumer sciences, nutrition education, culinary arts, business.*

2. 5 years of relevant school nutrition experience

3. Excellent Organizational and communication skills

4. Demonstrated leadership in the areas of financials, strategic planning, problem-solving, teamwork, employee development, and regulatory compliance

Reports to: Director of Finance and Operations

Supervises: All Food Service Department Employees

Essential Duties and Responsibilities

1. Directs the development of standards for the operation of quality food service programs.
2. Directs the development of specifications for food, related supplies, and equipment.
3. Prepares and administers the food service budget including revenue projections and control of expenditures in accordance with established financial management principles.
4. Develops cost-effective menus that maintain nutrition integrity and meet all local, state, federal guidelines and regulations.
5. Applies principles of management and productivity in utilizing staffing formulas and establishing production standards.
6. Establishes procedures to ensure that food is prepared and served according to SC HACCP and SC DHEC standards.
7. Develops and integrates employee safety regulations into all phases of the school food service operation.
8. Ensure that recipes are strictly adhered to, and that foods served are of the highest nutritional quality and taste standards.
9. Evaluates and incorporates appropriate foods from USDA commodity program into weekly menu plan.
10. Establishes procedures for the selection, assignment, transfer and discharge of food service employees in accordance with established policies.
11. Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff.

12. Responsible for the procurement and maintenance of all related capital equipment and fixed assets.
13. Provides for training of staff to use computer technology to increase productivity and efficiency of the school food service operation.
14. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.
15. Makes recommendations for facility design and layout for renovation and new food service facility construction projects.

Licenses, Certifications

- Valid South Carolina Driver's License
- Current ServSafe Food Protection Manager Certificate and South Carolina SCDE HACCP Certificate.

Technical Skills, Knowledge & Abilities

- Knowledge of procedures, policies, practices and methods of the School Food Service operation.
- Knowledge of local, State and Federal regulations regarding School Food Services nutritional standards, dietary guidelines and reporting requirements.
- Knowledge of technical computer applications including Microsoft Word, Excel, Outlook as well as working knowledge of K-12 food service software systems; operating application management, point of sale, and back office management systems (proficient.)
- Knowledge of all Federal, State and City health, sanitation and safety policies, laws and guidelines as they relate to food service preparation.

Terms of Employment:

Two hundred forty (240) days per year
Administration Salary Grade E

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Application Deadline: Until Filled

Applications/Resumes to: Jeff Stribble
Office of Personnel
Union County Schools
PO Box 907
Union, SC 29379
Jstribble_ss@union.k12.sc.us