



SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **Food Services Director**

Date: January 2017

**Range Assignment: Confidential**

#### **Qualifications:**

- Bachelor's degree or documented experience in the school nutrition field
- Minimum of five years of management experience in an institutional food service setting, including daily food preparation with hands on experience
- Demonstrated experience in meal planning and work methods
- Knowledgeable of USDA guidelines and coordinates commodity entitlement
- Possess a strong commitment to customer service
- Demonstrated ability to work in a collaborative, consensus-building atmosphere
- Demonstrated experience with a variety of computer software
- Hold a valid driver's license
- Must work independently on department projects

**Reports to: Business Manager**

#### **Job Goals:**

The Food Services Director will oversee in the operation of the K-12 program throughout the multiple sites, according to policies and procedures, and federal/state requirements. The Director will supervise and train food service personnel; develop and maintain high standards of food preparation and service with emphasis on menu appeal and nutritional value; maintain high standards of sanitation and safety; maintain various records which may include income and expenditures, food, supplies, personnel, and equipment.

#### **Performance Responsibilities:**

- Plan and analyzes menus for all schools in the district to ensure that USDA Meal pattern and nutritional requirements are met
- Enforce federal and state regulations regarding nutritional standards, reports and records
- Prepare and maintain all records for required audits and reviews
- Analyze work methods in a school kitchen setting to achieve maximum efficiency and effectiveness
- Prepare staff development trainings for Food Service employees
- Maintain an efficient food service operation and a high quality food service staff by recruiting, selecting, training, scheduling, supervising, and evaluation all food service personnel

- Ensure that established sanitation and safety standards are maintained

**Physical Requirements:**

**Physical requirements for essential responsibilities:**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension		X			
Repetitive use arms			X		
Repetitive use wrists				X	
Repetitive use hands grasping		X			
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

**Terms of Employment:**

Confidential employee; 225 day contract.

I, _____ have read and understand the above
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**requirements for this job position.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_