

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Director of Food Services
Reports To:	Business Manager
Position Status :	205-day administrative contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description	Responsible for the Child Nutrition and School Food Service Program to provide nutritional school meals and promote health and wellness of District students and staff.
Qualifications:	<ol style="list-style-type: none"> 1. Bachelor's degree or higher from an accredited college or university in dietetics/nutrition or related field. Registered Dietitian preferred. 2. Training/successful experience in Food Service Management and/or Child Nutrition Programs (Food Safety certification preferred). 3. Knowledge of USDA Food & Nutrition Standards and Ohio School Law. 4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 5. Good health, high moral character, and good attendance record. 6. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, food service areas, and appropriate areas of school and District property and facilities. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, school staff, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Administer the overall Child Nutrition and School Food Service Program in accordance with District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Ohio Standards for School Lunch and Breakfast Programs, and the provisions of State and Federal law. 2. * Establish and maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Cuyahoga County Health Department, the National School Lunch and Breakfast Program. 3. * Coordinate menu planning in accordance with the nutritional standards and dietary guidelines of the United States Department of Health (USDA). 4. Oversee Point-of-Sale (POS) and vending machine operations. 5. Participate in the recruitment, selection, retention, and development Nutrition/Food Services personnel. 6. * Responsible for the assignment, supervision, evaluation, and employment recommendations of Nutrition/Food Services staff. 7. Plan and conduct professional development programs and required staff training. 	

8. Work in conjunction with Special Pupil Services to provide appropriate nutrition/food services and support for special needs students in accordance with Individualized Education Plans (IEPs), food allergy action plan, and/or other District authorized accommodation plan.
9. * Administer all necessary data collection, record keeping, and reporting for services provided through Nutrition/School Food Service Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.
10. Coordinate budget preparation and implementation.
11. Requisition all material, supplies, and equipment as needed to carry out program.
12. Supervise and control a cost-effective procurement system for all department purchases and implement standards for receipt, storage, and inventory of all food and supplies.
13. * Administer all cash transactions, daily deposits, and maintain accurate financial records.
14. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff and the community.
15. Incorporate sales and marketing promotions for the Nutrition/Food Services Program and related District health and wellness initiatives.
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in building/District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the Superintendent on matters affecting the school food service program, health and wellness initiatives, and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and child nutrition/school food service-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.