

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – FOOD SERVICE DIRECTOR**

QUALIFICATIONS

This position requires a Bachelor's degree in food service management, business management, or nutrition with hands on food service experience of minimum one year or hands on food service management experience of five years minimum. This position also requires demonstrated competence in the use of technology in the business workplace.

AUTHORITY

Be directly responsible to the Business Manager for the performance of all duties.

Supervise food service staff.

Serve in a staff relationship with all professional and support staff members.

SUMMARY OF PURPOSE

The position is responsible to oversee all aspects of the District Child Nutrition Program (CNP). The position is responsible for the CNP financial accounting program, procurement, menu planning, food production, food safety, sanitation, personnel management, safety, facility layout, equipment selection, and computer technology.

PERFORMANCE RESPONSIBILITIES

Manages the CNP using appropriate and efficient financial management techniques. Ensures all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies. Ensures all free and reduced lunch program guidelines are followed. Authorizes and approves all food service expenses. Monitors costs and budget in order to provide effective meal and ala carte pricing.

Implements a cost-effective procurement system. Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management. Procures all food and supplies needed for CNP.

Develops cost-effective menus that meet national school lunch or breakfast program and wellness guidelines. Incorporates donated food commodities into menu cycle. Assesses customer preferences in order to plan menus that encourage participation in the CNP.

Develops procedures to ensure that the food production system provides safe nutritious food of high quality. Ensures procedures for efficient food production and distribution. Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.

Hires, disciplines, trains and evaluates food service personnel to provide continuity of the CNP.

Assists with designing and planning facilities that ensure high quality customer service, wholesome food production and efficient workflow. Determines equipment needs and specifications consistent with program needs and budget.

Implements management information systems that increase productivity and efficiency of the CNP. Trains staff to use computer technology in individual schools.

Coordinates, prices, staffs all special functions.

#### SPECIAL SKILLS

The position requires a strong knowledge of food management and human relation skills. The position requires the ability to set department goals and continually assess the CNP and make adjustments to the operation in order to meet goals. The ability to maintain confidentiality is essential.