



DIRECTOR, FOOD SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Operations Officer, the position is responsible for managing, coordinating, supervising, and evaluating all aspects of food services management to include, supplying breakfast, lunch, snacks and special events for students, staff and administration. This responsibility must be managed within the policies and regulation of the United States Department of Agriculture, Virginia Department of Education, Virginia Department of Agriculture, Virginia Beach City School Board and Virginia Beach City Department of Public Health.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and support the VBCPS strategic plan by providing leadership to the Office of Food Services through constant communication and evaluation of food services program processes.
- Lead change to drive continuous improvement and innovation and build participation across programs.
- Manage and administer the Food Service Program ensuring compliance with federal, state, and local policies and regulations.
- Develop and administer the annual budget including monitoring budget allocations, expenditures, fund balances and related financial activities to ensure appropriate fiscal practices are followed.
- Direct and implement procedures necessary for procuring, allocating, distributing, storing, and accounting for the United States Department of Agriculture, commodities, purchased food, and supplies.
- Supervise the receiving, depositing, and accounting of all monies related to the operation of the School Nutrition Program.
- Evaluate customer input relating to the services supplied by the Office of Food Services
- Evaluate and approve the need for purchasing new and replacement kitchen equipment for the school division.
- Analyze and respond to staffing needs for school cafeterias; develop a staffing model informed by industry best practices for schools to ensure optimal productivity.
- Supervise personnel functions including interviewing, evaluating, supervising, disciplining, training and staff development, and record retention.
- Serve on department and school division committees.
- Assist the Office of Facilities Services in kitchen layout and design for new schools.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the practices, procedures and regulations relating school division food service programs; thorough knowledge of food quality and values; thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities; thorough knowledge of budgeting and accounting practices and procedures; ability to plan and supervise the work of a large group of employees; ability to prepare complex and technical reports; ability to express ideas clearly, orally and in writing; ability to establish and maintain effective working relationships with school officials, school administrators, staff, vendors and the community.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in a specific/related major*or any academic major and state recognized certificate for school nutrition directors; or any major and five years of school nutrition program management

**Specific/related major: Academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.*

Preferred: Master's degree.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, reaching, and driving. Occasional walking, standing, and bending. Work involves occasional exposure to unusual elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

The director must acquire eight hours of food safety training within five years prior or within 30 days after their start date.

Regular and reliable attendance is an essential function of this position.