**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE: Food Services Administrator**

**TITLE OF SUPERVISOR: Superintendent**

**GENERAL RESPONSIBILITIES:** Plans, organizes, and directs the school food service program in the school district.

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

**Educational requirements include:**

l. A Bachelor's Degree from an accredited college or university with a major in dietetics; foods and nutrition; hotel and restaurant management; institutional management; institutional, business, or public administration; or a related field preferred.

2. Certification as a Food Service Administrator.

**DESCRIPTION OF DUTIES:**

1. Directs the district wide school food service program in conformance with federal and state laws and regulations, local and state health ordinances, and school district policies.

2. Develops and recommends changes in food service program policies and procedures to district administrators, including application processing and meal ticket or token handling procedures under the free and reduced-price meal program for needy students.

3. Provides liaison between education and food service staffs in establishing and conducting nutrition education programs.

4. Prepares and administers the food service department budget, including subsidy and other income projections and control of expenditures.

5. Analyzes food service department financial statements and takes corrective action, when necessary, to prevent financial loss.

6. Develops and implements standards for the operation of an efficient, sanitary, and high quality food service program.

7. Develops specifications for and orders food, related supplies, and food service equipment.

8. Orders USDA-donated foods when available and assures its proper use in accordance with government regulations.

9. Tests food and other products prior to and after purchase to determine acceptability.

10. Works with vendors regarding new products and services and/or problems involving their products.

11. Develops and tests menus and recipes, plans menus that provide nutritional and appetizing foods, and recommends prices for all operations.

12. Plans and directs district wide meetings and workshops to provide training on food preparation and service, sanitation, and nutrition.

13. Selects, assigns, transfers, handles grievances, and recommends discipline of food service personnel in accordance with district policies and procedures.

14. Reviews and provides input in wages, benefits, working conditions, costs, and other issues to the personnel office, on behalf of the food service department.

15. Develops public information materials and media releases pertaining to school food service programs.

16. Meets with students, teachers, parents, vendors, employees, and community groups on school food service program matters.

17. Conducts research in and keeps abreast of developments in school food service management and in nutrition education.

18. Performs related duties as assigned.

19. Supervises the purchasing of food, related supplies, and food service equipment through formal and informal bid solicitation and the awarding of purchase orders in accordance with district policies and state and federal laws.

20. Supervises accounting functions pertaining to school food service operations and financing.

**Knowledge and Abilities Required**

**Must have knowledge of:**

1. Federal and state regulations governing child nutrition programs, such as free and reduced price meals for needy students, USDA-donated food usage, and competitive food sales.

2. Principles of good nutrition and their application to school food service and the nutritional well-being of students.

3. Food sanitation principles and control of microbiological and physical contamination of food.

4. Food testing procedures, including sensory evaluation.

5. Management principles of accounting, budget, data processing, purchasing, and personnel management.

6. Qualit**y** food preparation, service, storage, delivery, sanitation, and safety.

7. Principles of work scheduling and time and motion studies.

8. Staffing formulas and work production standards.

9. Principles of food merchandising.

10. Menu planning to meet nutritional needs and taste preferences of students and to control plate waste.

11. Food pricing and portion control.

12. Kitchen layout and food, supply, and food service equipment specification preparation.

13. Purchasing ethics.

**Must have ability to:**

1. Apply professional knowledge and administrative ability in directing a comprehensive school food service program.

2. Establish and maintain cooperative working relationships with school administrators, teachers, students, community groups, vendors, employees, and their organizations, subordinate personnel, and the general public.

3. Direct and supervise employees for maximum productivity and morale.

4. Analyze situations accurately and adopt appropriate courses of action.

5. Speak before groups and write effectively.