Rensselaer Central Schools Corporation
Job Description

Job Title: **Food Service Director**
(Bonded Position – Confidential Employee)
Reports To: **Superintendent**
Prepared By: **Andrew J. Jones**
Prepared Date: **10/16/2025**
Employment: **200 Days or As Needed**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

General Function and Scope

- The School Corporation Nutrition Director/Supervisor will oversee all aspects of the district Child Nutrition Program (CNP) operation. The job functions include administration, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the CNP. The school nutrition professional shall partner with others in the school district and community to solicit support for the development of a sound nutrition assistance food program while following federal, state and local guidelines. The CNP is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Customer Service

- Establish quality standards for the presentation and service of food
- Implement a district-wide customer service driven philosophy that focuses on value and satisfaction

Sanitation, Food Safety and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment
- Monitor all school cafeteria sanitation procedures and respond to inspection from both county and state
- Develop and integrates employee safety regulations into all phases of the school foodservice operation
- Establish procedures and policies for risk management
- Maintain School Food Safety Program book

Financial Management and Recordkeeping

- Establish measurable financial objectives and goals for the CNP
- Manage the CNP using appropriate financial management techniques

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies
- Approve all direct certification, free and reduced applications (and appropriate notification letters) along with yearly verification of applications
- Monthly reporting to State for reimbursement
- Oversee HS/JH student lunch deposits and start the daily deposit for those buildings
- Oversee deposits from other buildings as needed
- Oversee daily cafeteria reporting paperwork
- Input/maintain all student data in cafeteria computer program (keep track of all student accounts for reporting to State)
- Monitor and report E-funds deposits
- Prepare bills for payment

Food Production

- Develop procedures to ensure the food production system provides safe nutritious food of high quality
- Ensure operational procedures for efficient and effective food production and distribution

Procurement

- Implement a cost-effective procurement system
- Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives
- Establish standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.

Program Accountability

- Ensure CNP compliance with all local, state and federal laws, regulations and policies
- Develop guidelines for providing services in response to disaster or emergency situations

Nutrition and Menu Planning

- Develop cost-effective menus (at all buildings) that maintain nutrition integrity and meet all local, state and federal guidelines and regulations. Menus to be posted on website as well
- Provide schools with recipes and portion sheets
- Purchase of all food and input orders
- Monitor and compile nutrient analysis
- Assess customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP
- Work with school staff, teachers, parents and physicians to plan menus for children with special nutrition needs (i.e. carb counts to school nurse for diabetic students)

General Management

- Employ management techniques to maintain an effective and efficient CNP
- Provide in-services for cafeteria employees
- Develop short and long term goals through strategic planning for the school corporation foodservice program that supports the philosophy and policies of the Board of School Trustees
- Implement policies and procedures to ensure the effective operations of CNPs
- Develop a long-range program for establishing professional status for the CNP's role in the education community
- Review current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information
- Yearly on site reviews from State
- Yearly pre-order survey for government commodities
- Schedule commodities deliveries
- Implement, develop and update all HACCP policies and procedures

Personnel Management

- Implement personnel policies and procedures for the CNP according to local, state and federal regulations and laws
- Develop job performance standards that provide for performance improvement
- Develop methods for hiring, training and evaluating personnel that recognize education, experience, performance and certification
- Establish standards for the professional development of the corporation's CNP personnel
- Hire, evaluate and terminate all cafeteria employees

Facility Layout and Design and Equipment Selection

- Assist with designing and planning facilities that ensure high quality customer service, wholesome food production and efficient workflow
- Determine equipment needs and specifications consistent with program needs and budget. Then purchase the equipment

Environmental Management

- Develop and implements policies and procedures to ensure environmental responsibility

Marketing

- Develop a marketing plan to attract students, parents, teachers, administrators, support staff and the community
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of School Trustees, administrators, faculty, students, parents and community

Computer Technology

- Implement management information systems that increase the productivity and efficiency for the school food and nutrition operation
- Train staff to use computer technology in individual school sites to improve management techniques

Nutrition Education

- Provide input on the School Wellness Policy as well as serve on the review committee

Other

- Perform and direct job related proficiency with the highest ethical integrity
- Perform and direct with a commitment to promote a quality CNP that meets the nutritional needs of the customers served
- Perform and direct with an overall nature that is committed to the goals and visions of the school district
- Perform and direct appropriate communication skills with the customers served
- All other reasonable duties as assigned by the Superintendent

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma (or GED) and three (3) years relevant experience in school nutrition programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid state driver's license – operator permit

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees, students or parents.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exits. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
Must be proficient in the use of computers for various office applications. Ability to type accurately. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:
Salary and benefits as established by the School Board.

EVALUATION:
An evaluation will be done on the employee's performance after the first ninety (90) days and then on an annual basis.