



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: DIRECTOR OF FOOD SERVICE**

**QUALIFICATIONS:**

1. Bachelor's degree or higher
2. Knowledge of State Board of Education regulations, State statutes, federal laws, USDA regulations and local District policies as they relate to food service, preferred
3. Knowledge of utilization of computerized programs in food service operations, preferred
4. Possess, or complete within three months of hiring, professional development requirements of the Department of Agriculture.

**PHYSICAL REQUIREMENTS:** Medium – may require working occasionally in an environment with temperature extremes

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Communicates effectively and clearly with school district officials and the vendor as needed to implement systems, introduce policies, or to disseminate information.
2. Establishes and maintains excellent vendor relationship. Works closely with vendor to ensure contract is executed properly.
3. Consults with school principals and administrators on matters concerning their support for an effective food service operation.
4. Coordinates informational programs and assist principals, teachers, parents, and students in promoting a better understanding of food service programs in schools.
5. Conducts, monitors and evaluates programs as required by county, state and federal rules and regulations. Administers and complies with rules pertaining to the National School Lunch Program for Children; as well as the Department of Health's Supper Program.
6. Consults with Food Service Vendor and Bay District Schools Facilities on qualities of food supplies and equipment needed for the implementation of the Food Service Program.
7. Provides input for developing food service facilities in new or remodeled schools.
8. Develops and recommends specifications for the initial purchase and replacement of school food service equipment.
9. Directs and assists in the preparation of required district, state and federal reports. Submits reports and maintains records as required.
10. Conducts a review of the Free and Reduced Price Meal Applications and Verification Procedure annually.
11. Provides leadership to team members to ensure compliance with Federal Laws, State Statutes and rules, USDA regulations, School Board policies and District procedures.
12. Recommends and assists with in-service training and food service employees.
13. Prepares required program reports.
14. Recommends, supervises and evaluates personnel in the area of responsibility on organizational chart.
15. Prepares, recommends and administers the District budget in the area of responsibility on organizational chart.
16. Conducts site visits.
17. Assists in the establishment of short-range and long-range goals and objectives and conducts annual evaluations for the Food Service Department.

18. Works with vendor in preparing procedures for school food service operations.
19. Develops and oversees department budgets.
20. Recommends the employment and retention of departmental personnel.
21. Attends/completes training and informational meetings as required by the Food Service Department and the Florida Department of Agriculture.
22. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dept. of Human Resources

Revised: APPROVED APR 11 2023  
Adopted by Bay District School Board: May 4, 2017  
as Food Service Program Specialist

**Bay District Schools is an Equal Opportunity Employer**