

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**FOOD SERVICES DIRECTOR**

**QUALIFICATIONS:**

1. High school diploma, technical school or other formal education in related field
2. Computer skills
3. Supervisory experience

**REPORTS TO:** Business Manager and/or Building Administrator

**SUPERVISES:** Food Service Staff

**JOB GOAL:** To provide nutritious, appealing food and drink choices for students and staff at a reasonable price for Five Town CSD and MSAD #28

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and supervises menus, preparation and serving of meals at all schools
2. Informs the public, through the local press, of planned lunch menus on a weekly basis
3. Participates in federal food programs when applicable
4. Purchases and maintains an inventory of all foods, supplies, and equipment
5. Sets appropriate prices for lunches, including the price of milk
6. Inspects school lunch facilities to ensure that standards of cleanliness, health, and safety are being maintained
7. Prepares and administers the departmental budget with the Business Manager
8. Visits all lunchrooms and cafeterias as often as possible, routinely checks that high standards of health and safety are maintained, and observing possible improvements in operations
9. Reviews bills and purchase orders before presenting them to the business office for payment
10. Monitors the food staff payroll
11. Interviews, and with consultation with the Business Manager, recommends the employment, assignment, transfer, promotion, demotion, or dismissal of food service staff
12. Implements the District's evaluation procedure of the food service manager and food service staff every other year
13. Performs such other duties and assumes such other responsibilities as may be assigned by the Business Manager

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates loyalty, dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping
5. Ability to do basic math and writing
6. Ability to lift, carry and store foods and food related products up to 50 pounds

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document

History:

Approved 05/07/2003

Approved January 8, 2019