

**North Wasco County School District**  
**Job Description – Director of Food Service**

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**Title:** Director of Food Service  
**Classification:** Administrative  
**Reports To:** District Superintendent/Designee  
**Work Year** 240 Days/Year

**Job Purpose Statement/s**

The Nutrition Services Director will plan, direct, monitor and maintain the day- to-day operational and fiscal function of the Nutrition Services department. This position will provide guidance and leadership to department office, warehouse and school staff. This position will ensure compliance with State, Federal, and local regulations. This position works with school principals and district administration in coordinating program services and activities.

**Job Qualifications & Experience:**

- A.A. Degree or higher with an emphasis on business and nutritional health is preferred
- Four years in a supervisory role in food service

**Skills, Knowledge and/or Abilities Required:**

- Knowledgeable of USDA guidelines and application at the local level
- Demonstrate a history of strong leadership and communication skills
- Demonstrated ability to work in a collaborative, consensus building atmosphere
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- Maintain integrity of confidential information relating to students, staff or district patrons
- Ability to work harmoniously with others

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Food Handler’s Card
- Criminal Justice Fingerprint Clearance (through Teacher Standards and Practices), Valid Driver’s License and evidence of insurability and district drug screen.
- Possession of a current Oregon Driver’s License issued by the State Department of Motor Vehicles

**Essential Job Functions:**

- Plans, organizes and directs the procurement systems for food, equipment and services for the Nutrition Services Department
- Develops specifications for food, supplies, and equipment bids and quotations; screens and approves all CNS requisitions and purchase orders
- Responsible for the selection, supervision, and evaluation of assigned staff
- Plans, coordinates, and arranges for staff development, appropriate training, and identify opportunities for improvement and direct and implement changes
- Meet all State and Federal Professional Standard Requirements for Directors operating School Breakfast and National School Lunch programs
- Assist Construction Management Department on new construction for Nutrition Services
- Coordinates with Facilities Management Department on school kitchen repair and remodeling needs
- Assist the Business Manager with the annual budget for Nutrition Services Department
- Analyzes and reviews budgetary and financial data, and controls and authorizes expenditures in accordance with established limitations
- Directs the preparation and maintenance of a variety of narrative and statistical reports and files related to NSLP operations, services, and activities
- Responsible at state level for District programs to assure compliance with District, state, and federal regulations by staying apprised of current policies pertaining to child nutrition

- Develops, markets, and implements changes and improvements which promote participation in the food service program.
- Develops short and long-range plans for the department; maintain a positive public image
- Assure resolution of problems or emergencies affecting the availability or quality of food services
- Respond to sensitive or complex worries or service complaints
- Communicate with administrators, principals, District personnel, students, parents or community groups and contractors to coordinate activities and programs; represents the District to other agencies, school districts and professional organizations
- Plan, coordinate, and directs the catering services for various functions
- Cultivate and model a respectful working and learning environment

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting:** As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date