



WEST BOLIVAR CONSOLIDATED SCHOOL DISTRICT

P.O. BOX 189
ROSEDALE, MISSISSIPPI 38769

Mr. John Taylor
Superintendent

Phone: 662-759-3525
Fax: 662-759-6316

VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Food Service

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 West Bolivar Consolidated School District salary schedule.

QUALIFICATIONS:

1. 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.
2. State certification as food service supervisor

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. Works with vendors regarding new products and services and/or problems involving their products
10. Develops and tests menus and recipes, plans menus that provide nutritional and appetizing foods, and recommends prices for all operations
11. Plans and directs district wide meetings and workshops to provide training on food preparation and service, sanitation, and nutrition
12. Selects, assigns, transfers, handles grievances, and recommends discipline of food service personnel in accordance with district policies and procedures
13. Reviews and provides input in wages, benefits, working conditions, costs, and other issues to the personnel office, on behalf of the food service department



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14. Develops public information materials and media releases pertaining to school food service programs
15. Meets with students, teachers, parents, vendors, employees, and community groups on school food service program matters
16. Conducts research in and keeps abreast of developments in school food service management and nutrition
17. Performs related duties as assigned by the Superintendent
18. 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
19. Supervises accounting functions pertaining to school food service operations
20. Coordinates the district's nutrition education program

Knowledge and Abilities Required

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
2. Principles of good nutrition and their application to school food service and the nutritional well-being of all students
3. Food sanitation principles and control of microbiological and physical contamination of food testing procedures
4. Management principles of accounting, budget, data processing, purchasing, and personnel management.
5. Quality food preparation, service, storage, delivery, and sanitation
6. Principles of work scheduling
7. Menu planning to meet nutritional needs of students

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

Application Process:

Applications may be found on the West Bolivar Consolidated School District Website at www.wbcSDK12.org on the Employment page and will be accepted until July 31, 2019. Applicants are encouraged to apply online or submit a paper application to the address above.