



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Director of Central Kitchen

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Chief Financial, Business & Operations Officer/Executive Director of Operations

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Central Kitchen Director involves the administration and coordination of food service operations within the framework and guidelines established by the district, the Texas Education Agency (TEA), Texas Department of Agriculture (TDA), USDA, Local Health Department, and other regulatory agencies.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- Bachelor's Degree
- Prior successful experience and/or training in institutional management and nutrition.
- Maintain Certified Managers.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Directs and manages the district's food service programs and operations to include but not limited to developing menus, overseeing free and reduce lunch, creating schedules, resolving personnel issues, developing department procedures.
2. Assesses needs relating to food service operations relative to food and supplies, warehousing and transportation, personnel, and facilities and equipment.

3. Oversee the development of menus that meet state and federal nutritional requirements for students.
4. Advises staff members on matters relating to food preparations, distribution, quantity, and quality.
5. Ensures compliance with all Federal, State, and local laws, policies, and nutritional requirements related to all food service programs.
6. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
7. Inspect school facilities to ensure USDA compliance, quality, and sanitation standards are adhered to in accordance with regulatory agencies and administrative guidelines.
8. Assumes responsibility for insuring food service operations and staff comply with city, state and health department ordinances, regulatory agencies and administrative guidelines and laws.
9. Hires, supervises, trains, and evaluates personnel assigned to the Nutrition's Service Department and makes sound recommendations about staff placement, transfer, retention, and dismissal.
10. Evaluates food service operation as requested or deemed necessary updating job descriptions in accordance with regulatory agencies and administrative guidelines.
11. Assist in the development and implementation of plans involving new cafeterias and renovations in existing buildings.
12. Implements effective maintenance procedures, etc. for facilities and equipment.
13. Administers and manages food service budget for food service program and operates program within budgeted guidelines in accordance with regulatory agencies and administrative guidelines.
14. Established procedures to insure proper accounting of cash receipts, disbursements, etc. in accordance with regulatory agencies and administrative guidelines.
15. Develop Procurement Plans and implementation for department following all regulatory agencies and administrative guidelines.
16. Assist with the development of a cost-effective and efficient system of procurement of all food meeting federal procurement TDA and TEA standards.
17. Director responsible for the managing of procurement projects within the School Nutrition Department that include purchasing, contracting, sourcing, and commodity management.
18. Maintain compliance with all applicable policies and regulations regarding bidding and purchasing including obtaining 3 quotes.
19. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
20. Advises Executive Management and Campus/Department Heads on laws, regulations, policies, and practices.
21. Develop long and short-term strategies in response to student growth including facility planning, distribution operations, and central kitchen production.
22. Develop and maintain written department procedures for all food service operations.
23. Prepare and evaluate bids/proposals/quotes for the School Nutrition Department.
24. Prepare written recommendations to School Board for purchases of fifty-thousand dollars or more and submit document request with TDA for approval.

25. Follows TDA/USDA Procurement regulations and district guidelines in purchasing foods, equipment, etc.
26. Prepares and maintains accurate and comprehensive records required by district policies and procedures, the Texas Education Agency, Texas Department of Agriculture, USDA, and other regulatory agencies and administration.
27. Supervises and evaluates food service personnel providing direction following regulatory agencies and administrative guidelines.
28. Plans staff development and orientation activities for meeting needs of food service personnel in accordance with regulatory agencies and administrative guidelines.
29. Interacts and communicates effectively with food service personnel and other school personnel.
30. Demonstrates knowledge of applicable guidelines relative to food services operations.
31. Prepares and submits reports in a punctual manner for TDA, board, administration and as needed in other areas in accordance with regulatory agencies and administrative guidelines.
32. Oversee the operation of multiple food service cafeterias, central kitchen, and warehouse while providing services to students and staff within the district.
33. Establish and direct process of providing free and reduced lunch applications following USDA and TDA guidelines for meal eligibility and reimbursement of federal funds.
34. Promotes positive school-community relations through food service-related activities and programs.
35. Attends and participates in staff meetings, etc.
36. Exhibits positive attitude and support of schools and food services.
37. Adheres to proper channels in communicating ideas, concerns, problems, etc.
38. Projects a friendly and pleasant personality.
39. Accepts and performs additional assignments in a positive and efficient manner.
40. Demonstrates effective skills relative to personnel management.
41. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals; district vehicle.

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**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:**

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds).

**Environment:**

May work prolonged or irregular hours, frequent districtwide travel.

**Mental Demands:**

Work with frequent interruptions, maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**