



## Food Service Director

The **Food Service Director** (FSD) manages the food service program at a school district. The FSD is responsible for all meal production, menu planning, purchasing, and ordering of product for meals in their district. This role manages the kitchen team and the customer relationship. She/he also completes all financial reporting required by Nutri-Serve, the Board of Education, and the State of New Jersey.

### Essential Duties and Responsibilities:

- Oversees the production of all meals and the overall cleanliness of the kitchen.
- Completes records, paperwork, and other administrative tasks in an accurate and timely manner.
- Ensures positive relationships with all customers and internal staff
- Performs special projects and other duties as assigned

### Minimum Qualifications:

- The job requires a high school diploma or equivalent and 6 months to 1-2 year general food service experience, preferably in a school district setting, or an equivalent combination of education and experience.
- Must be able to pass the state-required background check and fingerprinting to work in NJ schools.
- Must be Serve Safe Certified or be able to complete Serve-Safe Certification within one year of assuming the COOK role

### Key knowledge, skills and abilities of this job include the following:

- Knowledge of or willingness to learn the New Jersey Child Nutrition Program
- Knowledge of the Microsoft Office suite of software (Word, Excel, Outlook)
- Knowledge of general bookkeeping and mathematical principles
- High energy and a positive approach
- Strong organizational and detail skills
- Good problem-solving skills
- Ability to work with minimal supervision
- Ability to maintain confidentiality, sensitivity, and professionalism at all times.
- Ability to adapt to changing priorities
- Ability to interact successfully with all levels of customers and Nutri-Serve employees