



## HARMONY UNION SCHOOL DISTRICT

### Job Description

### Head of Food Services

<b>Job Classification:</b>	Head of Food Services
<b>Work Location:</b>	Harmony Elementary & Salmon Creek School
<b>Job Range:</b>	Range F
<b>Calendar:</b>	11 Months / 185 Contract Days
<b>Immediate Supervisor:</b>	Site Administrator
<b>Date of Last Adoption:</b>	09/14/2014

### Position Summary

The Head of Food Services is responsible for food preparation and menu planning, in consultation with farm and garden staff. Planning should primarily focus on using local, organic and seasonal produce using local farms and vendors who support local farms, including the school garden. The Head of Food Services provides leadership in the preparation and serving of food; creates and maintains procurement relationships with local producers; is responsible for the bakery portion of the breakfast and lunch program; adheres to school, state, and federal policies; completes state and federal reports; is responsible for general clean-up for the food service programs; performs related work as needed or assigned.

### Example of Typical Duties

- Coordinates regular and ongoing menu planning with input from the garden coordinator and local vendors, in accordance with established policies, standards, budget guidelines and with input from the school staff and community.
- Publishes a monthly menu.
- Maintains and orders food and supplies and keeps inventories, and orders food and supplies from local vendors and farms while sourcing organic, local and seasonal options
- Prepares breakfasts and lunches with a focus on using local, organic, and seasonal produce, which includes but is not limited to main dishes, soups, vegetables, and baked goods. These are for all meals, snacks, and salad bar, and other food items.
- Oversees and maintains the program budget and reports to the business manager. Maintains a cost effective program by using USDA foods when appropriate
- Maintains menu production records, prepares required reports, records meal patterns, and provides information for on-going required reports to the appropriate office
- Supervises students (with food handlers' license) in the food and nutrition program who assist with the serving of meals and with food preservation and canning of produce
- Performs general cleanup tasks after the preparation or serving activity; cleans and stores production and service tools and equipment
- Sets up lunch room daily, to include trays, plates, napkins, silverware, compost stations and other settings
- Honors and upholds the district's mission statement and values

- Collaborates with farm and garden staff and food services staff in Farm-to-School, Nutrition and Garden related educational programs.
- Performs other duties as assigned

**Supervision:**

The Head of Food Services is directly responsible to the site administrator who sets work schedules and provides for the annual evaluation.

**Education, Experience and Qualifications required**

- Can demonstrate a knowledge of or background in nutritional principles
- Has an extensive knowledge of food systems and the environmental reasons for eating food that is locally and organically farmed and seasonally available
- Knowledge of state/federal meal programs is desired
- The ability to pace, prioritize, and multi-task while cooking
- Capable of performing all cook functions including menu planning and purchasing
- Knowledge and experience in cooking for large quantities of people and large-scale food handling
- Experience in general food preparation, preferably in a school setting
- Education and training that would clearly demonstrate the knowledge and skills listed above, especially in regard to farm to school practices
- Has or is prepared to earn the appropriate food preparation certificate
- Functional computer skills
- Holds a CPR and First Aid certificate
- School completion equivalent to two years of higher education and/or applicable certificates is desired