



## ***"Sample"* Job Descriptions**

**for**

## **School Food Service Administrator (SFSA)**

***\*Descriptions may be used for advertising purposes.***

Please contact the Division of Training and Program Outreach at 601-576-4970 or email Cynthia Reid Henderson ([chenderson@mdek12.org](mailto:chenderson@mdek12.org)) if you have any questions.

**JOB DESCRIPTIONS**  
**for**  
**NEW SCHOOL FOOD SERVICE ADMINISTRATOR (SFSA)**

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**Primary Job Functions and Scope of Duties**

The School Districts **School Food Service Administrator (FSA)** must obtain initial Certification from the MS Department of Education-Office of Child Nutrition. The candidate for this position will plan, direct, and coordinate activities related to the *National School Lunch Program (NSLP)*, *School Breakfast Program (SBP)*, *Summer Food Service Program (SFSP)* and other related nutrition programs in compliance with Federal & State guidelines and regulations.

This position will also, create, organize and implement operational procedures designed to ensure a cost effective and cost beneficial operational mode. The candidate will serve as a resource to District personnel and the educational community concerning nutrition education and appropriate nutritional needs of the students. The Director must provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction (Students, parents, staff, community etc).

**Qualifications:**

Must have a minimum of a Bachelor's Degree from an accredited four-year college or university. Must have a minimum of nine (9) hours food and nutrition, hospitality management and/or food systems management, and six (6) hours of business administration, business/marketing, management and/or accounting (SFSA-Level II).

If the candidate **does not** meet the Nutritional and/or Business course work qualifications, they will be provided two (2) years to complete these requirements. Courses can be taken at a four-year college/university or at an accredited Junior College. It is essential to have good verbal and written communication skills, willingness to work as a team when needed, a self-starter and able to multi-task.

**Essential Functional Areas of Responsibilities**

**Customer Service**

- Establishes quality standards for the presentation and service of food.
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

**Sanitation, Food Safety, and Employee Safety**

- Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school foodservice operation.
- Establishes procedures and policies for risk management.

### **Financial Management and Recordkeeping**

- Establishes measurable financial objectives and goals for the CNP.
- Manages the CNP using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.

### **Food Production**

- Develops procedures to ensure the food production system provides high quality, safe nutritious meals.
- Ensures operational procedures for efficient and effective food production and distribution is met.

### **Procurement**

- Implements a cost-effective procurement system.
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management.

### **Program Accountability**

- Ensures CNP compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for school foodservice personnel, school administrators, and other school support staff.
- Develops guidelines for providing services in response to disaster or emergency situations.

### **Nutrition and Menu Planning**

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.
- Works with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

### **General Management**

- Employs management techniques to maintain an effective and efficient CNP.
- Develops short and long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
- Implements policies and procedures to ensure the effective operations of CNPs.

- Develops a long-range program for establishing professional status for the CNP's role in the education community.
- Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.

### **Personnel Management**

- Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- Develops job performance standards that provide for performance improvement. Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.
- Establishes procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- Establishes standards for the professional development of the district's CNP personnel.

### **Facility Layout and Design and Equipment Selection**

- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and efficient workflow.
- Determines equipment needs and specifications consistent with program needs and budget.

### **Environmental Management**

- Develops and implements policies and procedures to ensure environmental responsibility.
- Establishes a waste management system for the CNP that is effective, economical, and environmentally safe.

### **Marketing**

- Develops a marketing plan to attract students, parents, teachers, administrators, support staff, and community.
- Conducts an on-going evaluation of the marketing plan.
- Communicates program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Implements a plan for providing foodservice for special functions consistent with Board of Education policies.

### **Computer Technology**

- Implements management information systems that increase the productivity and efficiency of the school food and nutrition operation.
- Trains staff to use computer technology in individual school sites to improve management techniques.

**Nutrition Education**

- Develops and implements a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Establishes role of the CNP as a resource for expertise in the development and presentation of nutrition education materials and activities.

**Other Functions**

- Performs related job duties as assigned by School District administrative staff.