



Food Service Director

Central Lyon Community Schools

Reports to Food Service Director

FLSA Status ___ Exempt ☒ Non-Exempt

Status ☒ Full Time ___ Part Time
___ Hourly ___ Salary

Date Revised October 6, 2025

EXECUTIVE SUMMARY

The Food Service Director is responsible for direct daily operations of the food service program including procuring and ordering of food and supplies, menu planning, food preparation, sanitation, and serving of students, staff, and visitors. The director will also be responsible for recruiting, hiring, training, supervising, and evaluating food service staff while fostering a positive work environment in accordance with district policies, and state and federal laws. The director will work closely with the school business official and superintendent to develop and manage the nutrition budget, and manage accurate daily financial records for reporting and auditing purposes.

ESSENTIAL FUNCTIONS

- Ability to plan, organize, coordinate, and effectively supervise the work of employees by encouraging and facilitating cooperation, pride, and trust.
- Fosters commitment and a teamwork environment.
- Prepare monthly and daily menus that align with USDA and state guidelines for student nutrition.
- Ability to estimate immediate, short-term, and long-range food and supply need and procure/order food and supplies as needed for effective and efficient delivery of food for students, staff and visitors.
- Communicates with internal colleagues and external clients/vendors to meet their needs in a polite, courteous, and cooperative manner.
- Committed to quality service for students, staff, and visitors.
- Displays a high level of initiative, effort, and commitment towards completing daily tasks efficiently with an attention to detail.
- Aligns behavior with the needs, priorities, and goals of the school district.
- Displays high standards of ethical conduct and exhibits honesty and integrity.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

Requires the following (or equivalent qualifications):

- Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer science, nutrition education, culinary arts, business or a related field; or
- Bachelor's degree with any academic major and at least one year of relevant food service experience; or
- Associate's degree, with an academic major in food service, and one year of relevant food service experience; or
- High school diploma or GED and at least three (3) years of relevant food service experience.
- Previous experience in supervising, managing food service personnel preferred.
- Previous experience in procuring and ordering food and supplies in bulk preferred.

Knowledge and Skills

- Ability to follow oral and/or written directions or instructions
- Ability to relate with students, school staff, and the public in a positive manner
- Ability to operate tools and equipment as assigned
- Ability to keep tools and equipment clean and in working order
- Aptitude for high standards of workmanship, cleanliness, and safety for successful completion of tasks
- Knowledge of and ability to follow standard operating procedures of the district, local, state, and federal health/food service regulations

PHYSICAL REQUIREMENTS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance			X
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds		X	
Lift Over 50 Pounds		X	
Operate Motor Vehicle	X		

WORKING CONDITIONS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Evenings	X		
Weekends	X		

TERMS OF EMPLOYMENT

- 7-8 hours for 180 school days, plus 2-3 days before and after students return and exit
- Wages and benefits to be determined by the board

EVALUATION

The Food Service Director will be evaluated by the Superintendent at least annually in accordance with law, board policy, and the preceding job description.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____

Date: _____

Signature of Employee: _____

Date: _____