

School Food Service Director Job Description Templates

Introduction:

A job description provides a list of job-specific duties and responsibilities and provides a framework for the supervisory performance review. A detailed job description helps schools find qualified applicants and helps potential applicants find positions which meet their skill sets. To find staff to best fit the position, develop a job description specific to your school's culture, goals and community. The following *sample* job description templates were created by Montana Team Nutrition to assist Montana school districts with the recruiting and hiring process for qualified school food service staff.

Sample job descriptions are provided for a small district, medium sized district and a large district. Please note that the following sample job descriptions feature a comprehensive list of duties, and not all duties may apply to each district. A food service director's duties and responsibilities in a large district may look different than a food service director from a small school district. For example, managing satellite service kitchens in addition to a central kitchen may only be applicable to larger school districts. **Individual schools are encouraged to modify any of these sample job descriptions to best fit their needs and operations.** This is an opportunity to incorporate your school district's specific goals or values, such as farm to school, scratch cooking, creating a comfortable cafeteria, etc. into the job description for your school district.

When considering the minimum educational requirements for your school district, please refer to the USDA hiring standards. A summary of these hiring standards can be viewed at [Montana Office of Public Instruction School Nutrition Programs](#).

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The following comprehensive sample job descriptions templates were adapted from materials provided by the [Chef Ann Foundation](#) and Montana School Districts including Bozeman, Whitefish, Kalispell, Gallatin Gateway and West Valley.

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