

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **FOOD SERVICE DIRECTOR**

SUPERVISOR: Business Manager

PAYMENT RATE: Established by Board of Education. This is an 11 month employment agreement.

CLASSIFICATION: Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Must maintain current TB testing as required by Health Department regulations
3. Successful completion of the State food service courses, including baking, main dish & management
4. Desire to continue career improvement by enhancing skills and job performance.
5. Good verbal and written communication skills
6. Must have practical experience in the purchasing, preparation and serving of food

ESSENTIAL FUNCTIONS:

1. Ability to supervise and coordinate food services to ensure proper nutrition and safeguard the health of students, staff, and visitors.
2. Direct, assign and evaluate all food service personnel to achieve efficient work environments within the food service department.
3. Evaluate and recommend selection, placement, promotion, and dismissal of food service personnel to promote excellence within the Food Service Department.
4. Provide direction, training, and in-service for food service employees for the purpose of conveying information relative to job functions.
5. Implement governmental policies and regulations necessary for receiving government reimbursement to ensure that the district is abiding by State and Federal government requirements.
6. Plan and determine menus, supervise purchasing and serving of food, and maintain a satisfactory inventory of food to ensure an adequate supply of food within the district.
7. Develop business system for collecting, depositing and accounting for money collected as required for the purpose of accuracy in dealing with the assets within the food service department.
8. Develop system for tracking expenditures for the purpose of accuracy in maintaining the food service fund.
9. File monthly and annual financial reports to State as required.
10. Review employee hours on timesheets to account for time spent working within the Food Service Dept.
11. Assess normal service practices and procedures to assure preventive maintenance, and inspect food service equipment and systems of safety and operations on a regular basis in order to stay in compliance with health regulations and HACCP rules.
12. Keep informed on current trends in food service operations to provide an efficient work environment.
13. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
14. Process all applications for Child Nutrition Benefits according to federal and state regulations.
15. Coordinate the menu, purchase the supplies, arrange for staff to cook, set up, and clean up for the New Teacher Dinner.
16. Ability to participate in implementing cost containment measures while maintaining quality.
17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

1. Requires prolonged sitting .
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, kneeling, reaching, and turning.
4. Must have ability to lift at least 30 pounds.
5. Must work in noisy and crowded environments, with numerous interruptions..
6. Must work in and around fumes and odors.

7. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

APPROVED: 8/8/2016