

NAME:
TITLE: Food Service Director

- QUALIFICATIONS:**
1. College Degree or equivalent.
 2. Food service management course I, II and III.
 3. Ability to communicate effectively with a variety of people.
 4. Working knowledge of computers.
 5. Working knowledge of appropriate state and federal guidelines and health guidelines.
 6. Experience equivalent to three years of institutional food management.
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring with the financial resources available.

TERMS OF EMPLOYMENT: Twelve month contract. Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i>	<i>Needs</i>	
<u>Expectations</u>	<u>Emphasis</u>	
_____	_____	1. Prepares and administers the departmental budget.
_____	_____	2. Directs the lunch program in accordance with local, state, and federal requirements.
_____	_____	3. Purchases and maintains an inventory of all food items, supplies, and equipment.
_____	_____	4. Monitors the proper handling, preparing, serving and storing of all food items.
_____	_____	5. Recommends all pricing: lunches, ala carte, milk, etc.
_____	_____	6. Monitors the preparation and serving of menus at all schools according to meal patterns and/or special events.
_____	_____	7. Informs the public, through the local press, of planned lunch menus on a weekly basis.
_____	_____	8. Interprets to the administration, the staff, and the public, as appropriate, federal and state standards and guidelines regarding school food service, and the school food program.
_____	_____	9. Inspects schools lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
_____	_____	10. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
_____	_____	11. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.

Meets *Needs*

Expectations Emphasis

_____	_____	12. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
_____	_____	13. Administers personnel policies and evaluates all food service department employees.
_____	_____	14. Monitors work assignment and schedules of all personnel.
_____	_____	15. Interviews and recommends all food service employees for employment.
_____	_____	16. Encourages staff to participate and maintain high standards by attending appropriate staff development activities.
_____	_____	17. Maintains all records and financial data as required for the Board and Department of Education.
_____	_____	18. Monitors all food service personnel payrolls.
_____	_____	19. Monitors all bills and purchase orders for accuracy before presenting them to the executive director of administrative services for payment.
_____	_____	20. Makes all applications for federal subsidies.
_____	_____	21. Makes applications for government surplus food for school use, and directs its distribution and transfer.
_____	_____	22. Checks all government reimbursements.
_____	_____	23. Prepares specifications and bid conditions for all items requiring such bids by law or board policy.
_____	_____	24. Performs other duties as assigned.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____

Revised: 02/23/01
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