

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Director of Food Service

QUALIFICATIONS:

1. Certified on an employees medical form to be fully qualified in health for the position by a licensed physician.
2. High school graduate or equivalent, related courses in food service, such as Short Courses I – IV and Sanitation Courses
3. Demonstrated experience in management and food service operations

REPORTS TO: Director of Business Affairs

SUPERVISES: All areas and personnel of food preparation and serving

JOB GOAL: To administer the affairs of the School Lunch Program in all areas of the district by providing the maximum services necessary to maintain a high standard of efficiency and financial accountability.

PERFORMANCE RESPONSIBILITIES:

1. PERSONNEL
  - A. Interviews, screens and recommends appointment of all cafeteria personnel.
  - B. Administers personnel policies.
  - C. Responsible for the evaluation, staffing patterns, retention or dismissal of personnel.
  - D. Supervises lunch preparation and serving through managers in each preparation kitchen.
  - E. Secures substitutes for lunchrooms.
  - F. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health and safety are being maintained.
  - G. Monitors attendance records and takes appropriate steps.
2. PURCHASING
  - A. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.
  - B. Reviews and evaluates all requests and recommendations for purchases of new and replacement equipment.
  - C. Purchases perishable and non-perishable items at the most favorable competitive prices.
  - D. Arranges for the storage and distribution of supplies.
  - E. Maintains inventory of all supplies and prepares reports as necessary.
  - F. Actively participates in School Food Service Coop bid and bid process.

3. MENU PLANNING
  - A. Plans and supervises the preparation and serving of menus, in accordance with Child Nutrition Program requirements, at all schools.
  - B. Makes application for government surplus foods for school cafeteria use, directs its distribution and transfer, and provides assistance and suggestions for the preparation and serving of these foods..
  - C. Standardizes components and quantities in order to comply with the National School Lunch and School Breakfast Program's food based meal pattern guidelines.
  - D. Conducts regular meetings with managers to plan over-all program.
  
4. ACCOUNTING
  - A. Receives and verifies invoices and approves payment.
  - B. Invoices out all banquet and ala carte services.
  - C. Makes all applications for federal and state reimbursements.
  - D. Recommends prices to be charged for school meals and milk.
  - E. Approves payroll time sheets.
  - F. Prepares monthly state report of participation and monthly fund allocation.
  - G. Prepares and administers the School Breakfast and Lunch Program Budget.
  - H. Enters receipts and bank deposits for Lunch funds.
  - I. Verifies free and reduced applications and waivers and maintains a master list.
  - J. Maintains records of depreciation schedule and other records for auditors.
  - K. Continue to increase knowledge of computer systems.
  
5. COMMUNICATIONS
  - A. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
  - B. Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school lunch and breakfast program.
  - C. Maintains records and updates school lunch sales computers.

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EVALUATION: Performance of this job will be evaluated per contract language.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/20/03