

OZARK R-VI SCHOOLS JOB DESCRIPTION

TITLE: DIRECTOR OF NUTRITION AND FOOD SERVICES

QUALIFICATIONS:

1. Ability to supervise, organize, direct others
2. Excellent organizational skills
3. Excellent communication skills; ability to work with students, faculty, staff and general public in a diplomatic, friendly and efficient manner
4. HS Diploma – Baccalaureate Preferred
5. Knowledge of USDA and State Child Nutrition policies for school meal programs

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To administer a district-wide food service program which offers students nutritious and appetizing meals in order to assist their well-being and compliment their educational process

PERFORMANCE RESPONSIBILITIES:

1. Completes and submits all necessary reports to DESE regarding food service.
2. Makes recommendations for district's Wellness Policy
3. Creates menus for all schools with state and federal approved nutritional guidelines
4. Maintains records of participation and financial accounting in the food service program
5. Insures that daily production record paperwork and HACCP food safety requirements and forms are completed accurately and timely
6. Receives applications and hires, in conjunction with Head Cooks, staff members for the food service program.
7. Evaluates the performance of Head Cooks and reviews Cook evaluations
8. Evaluates performance of food service program and recommends changes needed to run an efficient program.
9. Orders commodities and oversees primary vendor storage and handling of District's commodities
10. Insures that proper procedures for security of facilities are followed
11. Arranges for maintenance needs of kitchen equipment
12. Reviews food service procedures in each kitchen equipment
13. Oversees bid process for purchasing of equipment, supplies and food
14. Coordinates and assists with special functions and catered events
15. Performs other duties as required or assigned

PHYSICAL DEMANDS: Must be able to sit for long periods of time, lift up to 10 pounds, and be able to stand for 2-3 hours at a time

TERM OF EMPLOYMENT: 12 months

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Assistant Superintendent of Operations

APPROVED BY SCHOOL BOARD: February 21,2019