

Monroe-Gregg School District Role Description



Job Title: Food Services Director
Location: Food Services Department
Job Group: Classified- Exempt (220 Days)
Reports to: Superintendent

The food service director is a senior leadership position serving as a cabinet officer in the organization. The director oversees the food service management company to ensure all USDA requirements are met. This position is committed to promoting a quality community nutrition service for the students of Monroe-Gregg School District. Weekly service hours are thirty (30) hours per week.

Essential Responsibilities:

- Acts as a liaison between the school food authorities (SFA) and the IDOE.
- Maintains oversight and responsibility for planning, administering, implementing, monitoring, and evaluating the Monroe- Gregg School District meal programs.
- Provides on-site assistance and monitoring of all food service department locations to include the elementary, middle school, and high school sites.
- Ensures food safety, meal pattern, and meal count records are maintained appropriately.
- Assists with nutrition education, facility layout and design, menu planning, procurement, and food production.
- Processes free and reduced lunch applications and communicates approvals and denials to families.
- Serves as the CNPweb Administrator for the district to include reviewing direct certification approvals daily.
- Assists the food service management company with day-to-day operations to include cashier work as needed.
- Completes 12 hours of annual continuing education/training as required by the IDOE.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains positive professional relationships with staff, students, parents, and administrators.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the principals and superintendent regarding issues and concerns.
- Other duties as assigned by the superintendent.

Currently, this position also includes a full-time bus route. The salary is combined with the food service director role. All responsibilities and qualifications of a bus driver are included within this position. Please refer to the job description for bus driver.

Essential Qualifications:

- High school diploma or equivalent.
- Prior school food service training and experience required.
- Effective communication skills with the ability to multi-task and meet several deadlines.
- Must meet all qualifications set forth by the Indiana Department of Education.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time, stooping, reaching above the head, and walking.
- Bending at the waist, kneeling, or squatting to assist students.
- Continuously using hand strength to grasp utensils and carry pots and pans.
- Frequently must lift and/or move up to 50 pounds such as crates, bags, or cartons of food.
- Hearing and speaking to exchange information.
- Occasional need to push/pull items such as tables and food carts.

Environmental Conditions:

The employee consistently works around others and indoors. The noise level is moderate and can be loud at times. The employee has a greater than average risk of getting an injury such as a cut or burn while performing the duties of this job. There is possible exposure to toxic/caustic chemicals such as degreasers and sprays.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.