

SEDALIA SCHOOL DISTRICT #200

Job Title: Food Service Director

Job Overview

- Food Service Director salary schedule
- Employed for 230 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment in May
- Reports to Assistant Superintendent, Personnel & Support Services

Qualifications

- High school graduate or equivalent
- Ability to provide leadership and supervise personnel
- Ability to organize and plan effectively
- Ability to coordinate department budget and resources
- Knowledge in all phases of the school lunch program
- Knowledge of the fundamentals of nutrition and their application to the lunch program
- Work well with others
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Other Working Conditions

- Vacations, leave policies and fringe benefits as stated in Board policies
- Travel expenses will be allocated as recommended by the Superintendent and approved by the Board of Education

Responsibilities and Duties

- Spend the necessary time required to complete all duties associated with responsibilities
- Responsible for the recommendations on the employment, termination and working conditions of all food service personnel to the Assistant Superintendent, Personnel and Support Services
- Plan and supervise the menus
- Plan and supervise the purchase of supplies and equipment
- Plan and supervise the preparation, serving and clean-up of meals
- Plan and supervise food preparation for banquets held in school cafeterias
- Plan and supervise the distribution of supplies and commodities to all schools
- Maintain satisfactory health, safety and sanitation standards of all cafeterias
- Maintain adequate inventories and records
- Supervise and be responsible for the collection and accounting for receipts and expenditures
- Prepare reports as may be requested
- Maintain good physical condition and neat appearance
- Maintain a positive attitude of support for the district and its goals
- Be available to work special events and extra hours when needed and called upon
- Continuous effort to improve operations and work processes to provide a quality food service program
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administrative personnel

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.