

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Food Service Director** Reports To: **Director of Finance & Operations**
 Pay Schedule/Range: **Regionally competitive salary and benefits as established by the Board of Education** FLSA Status: **Exempt/Non-Exempt**
 Prepared/Revised Date: **November 2024** Work Year: **225 Days**

SUMMARY: Perform managerial and supervisory duties operating a school food service option. Collaborate with others in the school, school district, and community to operate a successful school food service operation, while complying with state and federal standards and implementing School Board Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Implements strategies to create an atmosphere that will attract and retain customers.
2. Maintains an inventory of all foods, supplies and equipment.
3. Checks all bills and purchase orders for accuracy before presenting them to the Business Official for payment.
4. Inspects school lunch facilities and operations to ensure high quality standards of sanitation, health and safety.
5. Adheres to all Illinois School Codes relative to Food Service Programs and National School Lunch Programs.
6. Plans and reviews cost-effective menus for the school breakfast and lunch program.
7. Maintains program integrity and accountability through compliance with all federal, state and local regulations, and district policies and procedures.
8. Provides effective office organization and paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state and local regulations and policies.
9. Oversees cashiering activities involving the collection of monies and recording of daily receipts; records daily student and adult participation totals; maintains daily operational records; prepares routine financial reports; operates Point-of-Service (POS) computerized system and performs related cashiering tasks, as required.
10. Integrates and provides staff training that promotes multi-skilled employees and standards evaluating employee performance.
11. Interviews applicants according to personnel procedures and makes recommendations for employment, promotions, demotions or disciplinary action.
12. Applies management principles to establishing and maintaining high standards of control for quality of food production and distribution.
13. Prepares all required reports, documents and forms in accordance with the National School Lunch Program regulations and guidelines.
14. Stays actively involved in local, state and federal programs and organizations relative to Food Service and National School Lunch Programs.
15. Remains current on all laws relative to Food Service.
16. Exhibits confidentiality in relation to students, staff and parents with special attention to free and reduced lunch participants.
17. Completes an evaluation for each lunch program employee annually.
18. Accepts such other tasks and assumes such other responsibilities as may be assigned from time to time.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Minimum of two years experience in food service management
- Experience in menu planning, food purchasing and preparation and serving of foods in a food service situation
- Meet legal health requirements
- Experience working with computers, student information system and electronic email
- Must hold and maintain a valid State of Illinois Department of Public Health Food Service License
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title
Reports to:	Director of Finance and Operations/Chief School Business Official

Direct Reports:	Position Title	# of Employees
	All Kitchen Staff	28

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands and fingers, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.