

Thompson Falls Public Schools

TITLE: School Nutrition Program Director

QUALIFICATIONS:

1. Meet the hiring standards required by OPI for the new School Nutrition Program Director.
2. High School Diploma required.
3. Job experience as a supervisor, preferably in a cafeteria or kitchen setting.
4. Previous experience cooking at an institutional level (preferred but not required).
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Operator's license and insurable driving record.

REPORTS TO: Superintendent

JOB GOAL: To ensure the smooth, efficient and effective operation of the School Nutrition Program in the Thompson Falls Public Schools which will provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and administers the departmental budget. Recommends purchases and maintains an inventory of all food, supplies, and equipment for both the regular and ala carte programs.
2. Verifies all bills and purchase orders for accuracy with Food Service Clerk before submitting for payment by District Office.
3. Where appropriate, plans disposition of government commodities as part of the ongoing food service program.
4. Interviews and recommends for employment of all food service employees.
5. Oversees the daily operation of the district's food service program. Helps with serving and clean up.
6. Supervises the lunchroom, checking that high standards of health and safety are maintained, and that courtesy and caring are shown to all students/staff. Observing and recommending to the Superintendent possible improvements in operations.
7. Supervises the planning and preparation of any special meals or supplies required for district-sponsored events.
8. Informs the public, through the school newsletter, of planned lunch menus monthly.
9. Completes the program accounting to Office of Public Instruction (OPI) specifications.
10. Monitors the Federal Free and Reduced Lunch Program in accordance with federal requirements.
11. Conducts periodic meetings and training with food service personnel in the areas of food preparation and sanitation.
12. Supervises and evaluates employees with the food services program, including cooks, assistant cooks, and kitchen helpers.
13. Plans menus that conform to federal requirements and provide nutritional meals. Evaluate meal costs and make recommendation for pricing.

14. Ability to calculate figures and discounts.
15. Ability to lift 50 pounds.
16. Ability to read and interpret safety rules and operations and procedures manuals.
17. Ability to write routine reports and correspondence.
18. Ability to effectively communicate, orally and in writing, with students, parents, and staff.
19. Ability to handle stressful situations.
20. Ability to maintain confidentiality of employment and student matters.
21. Ability to comply with National, State, and Board policies, rules, regulations, and directives.
22. Other duties as assigned.

TERMS OF EMPLOYMENT: 260 days a year, annual salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative personnel.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

DATE ADOPTED:

DATE REVISED: