

The food service director shall be under the direct supervision of, and maintain a working relationship with, the district administrator and all personnel of the district.

Job Objectives:

1. Provide students of the district, who participate in the school lunch and breakfast programs, with an adequate nutritious lunch or breakfast, while falling within USDA guidelines.
2. Contribute to the smooth and efficient operation of the kitchen facilities and maintain positive relationships with students, staff, parents and business representatives.

Qualifications for Employment:

1. Associate degree in food service area preferred
2. Personnel supervision and management experience
3. Knowledge of nutritional concepts
4. Willingness to continue education through government classes designed to improve program

Requisite Competencies:

1. Excellent skills in baking and cooking
2. Previous knowledge and skills in food service
3. Knowledge of preparation of recipes to provide properly balanced meals
4. Ability to keep adequate records
5. Supervisory skills
6. Desirable: post-secondary education that complements the position
7. Desirable: basic computer skills

Responsibilities:

1. Approve time cards
2. Plan menus and make sure preparation of all food made, served and stored is done within USDA guidelines and health codes
3. Supervise employees and direct them in the completion of school meals
4. Enter all nutrition program analysis information into computer
5. Operate computer at lunch and breakfast
 - a. Keep track of students who can't eat and provide the middle and high school principals with a list of names.
 - b. Keep track of cash at computer for seconds and extra milk
6. Unload and check in government truck monthly. Unload delivery trucks and check in order weekly. Check in deliveries of food and kitchen supplies. Check invoices so they are correct and signed weekly.
7. Complete paper work and monthly slips for government
8. Update job descriptions of everyone dealing with the lunch and breakfast programs.
9. Hire and evaluate all kitchen staff and lunchroom employees.
10. Keep maintenance records. Inspect all equipment and make sure it's up to codes.
11. Make sure qualified staff member is in kitchen during use by outside group.

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12. Complete monthly orders and production worksheets for Department of Public Instruction (DPI) requirements.
13. Complete all inventory and weekly orders for menus.
14. Hire substitutes to work for full-time kitchen employees when they are absent. Fill in for employee if no substitute can be located.
15. Maintain all chemical records and know procedure to provide fast treatment.
16. Keep accurate records of students with food, latex, milk, and other allergies. Work closely with the school health official on updating doctors' excuses.
17. Call all kitchen staff when school is cancelled. Report to school and perform steps necessary to preserve food until the next operating school day.

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