

SECTION 370 - FOOD SERVICE DIRECTORQUALIFICATIONS:

1. High School diploma. Previous school food service training and/or experience preferred.
2. Organizational skills and ability to handle multiple tasks.
3. Must be able to learn and efficiently navigate district food service software.
4. Ability to work independently.
5. Knowledge of word processing, spread sheets, copy machines and fax machines.
6. Knowledge of bidding, pricing and budgeting.
7. Ability to supervise and manage personnel.
8. Perform duties and maintain records of a confidential nature.
9. Able to lift 50#.
10. The cook must have the physical capabilities to perform these functions over a sustained period of time: walking, twisting, turning, stooping, bending, lifting, sweeping and standing.

REPORT TO: Business Administrator

GENERAL RESPONSIBILITIES:

Present a positive image of the Food Service Program. Manage, train, hire and evaluate personnel. Adapt to changing responsibilities and job duties. Must stay abreast of all state and federal changes to the food service program. File all monthly and annual reports. Properly handle all confidential matters regarding students, parents and staff. Continue to evaluate all aspects of the food service program including budgeting and personnel. Make sure all equipment is maintained and running properly. Order, receive and distribute food weekly. Receive and deposit money from all schools. Hold meetings with Head Cooks monthly. Make out monthly breakfast and lunch menus.

ESSENTIAL FUNCTIONS:

1. Communicate regularly with Business Administrator regarding all aspects of the school food service program.
2. Supervise all school food service personnel including cooks, substitutes and lunch secretaries.
3. Submit to the School Board for their approval all new hires and resignations.
4. Review and determine work schedules of all food service employees.
5. Process and classify all bills associated with the food service program.
6. On a weekly basis, record food orders, inventory the warehouse, order food and supplies, distribute food to various locations and deposit all lunch money.
7. On a monthly basis, prepare all records of free and reduced participation data, attendance, overall participation (lunch, breakfast and pre-k milk data,) and submit these statistics to DPI for reimbursement. Edit check form must also be included in monthly paper work.
8. Receive and supervise the delivery of government commodities every month.
9. Check government commodities web site between the 1st and the 10th of each month to see what bonus items are available to order.
10. Order commodities for the year between January 15th and February 15th every year

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11. Obtain and distribute free and reduced application material to each school and other county locations.
12. Distribute necessary food service forms to each school.
13. Process all free and reduced applications received. Send letters to all families to inform them of their status.
14. Update free and reduced records for families that have not reapplied.
15. Prepare, complete and submit verification report to DPI.
16. Prepare Department of Instruction School Food Lunch Contract for School Board approval.
17. Prepare for 5 year state AIMES review.
18. Prepare and submit annual financial report by August 31st for the previous school year.
19. Prepare and submit Federal October Data (FNS 10) report.
20. File Civil Rights Compliance Self Evaluation Form. (PI-1441)
21. Complete on site monitoring and documentation.
22. Furnish each building kitchen with necessary forms, books and other information.
23. Organize and communicate to each kitchen all matters regarding special activities and promotions associated with school food service program.
24. Hold monthly meetings with Head Cooks. Plan and present training sessions.
25. Maintain necessary control of inventory.
26. Maintain the highest possible quality of food.
27. Supervise the necessary repair and replacement of all school food service equipment.
28. Work with the Business Administrator to develop the budget for the food service program.
29. Stay abreast of changes in the area of school food service.
30. Bid milk and bread on a yearly basis.
31. Negotiate food and paper products with appropriate vendors.
32. Deposit all money received via the food service program.
33. Communicate with food service personnel as to work schedules on inclement weather days.
34. Make necessary deliveries to schools.
35. Send monthly menu to the local radio and newspaper.
36. Meet with state or county sanitarian regarding health inspections. (twice a year)
37. Catering, ordering and billing for other school sponsored events.
38. Post job vacancies and submit copy to Business Administrator.
39. Money handling and computer knowledge may be required.

OTHER FUNCTIONS:

1. Any and all other duties assigned by the Business Administrator.