

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **DIRECTOR OF FOOD SERVICE**

SUPERVISOR: Assistant Superintendent of Business and Finance/Superintendent

PAYMENT RATE: Annual salary to be determined by the Board of Education

QUALIFICATIONS:

1. Must have a Bachelors degree appropriate to directing food service.
2. Must have practical experience in the purchasing, preparation and serving of food. At least one (three years preferable) year of experience.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Direct, assign, and evaluate all food service personnel to achieve efficient work environments within the food service department.
2. Provide direction, training, and in-service for food service employees for the purpose of conveying information relative to job functions.
3. Review, record, and report employees' hours on time cards to account for time spent working within the Food Service Department.
4. Develop business system for collecting, depositing and accounting for money collected and disbursements as required for the purpose of accuracy in dealing with the assets within the food service department.
5. Implement local and governmental policies and regulations necessary for receiving government reimbursement to ensure that the district is abiding by local and state government requirements.
6. Plan and determine menus, supervise purchasing and serving of food, and maintain a satisfactory inventory of food to ensure an adequate supply of food within the district.
7. Assess normal service practices and procedures to assure preventive maintenance and inspect food service equipment and systems of safety and operations on a regular basis in order to stay in compliance with health regulations.
8. Submit proposals and specific long range needs to supervisor to ensure the efficient and effective running of the food service department.
9. Keep informed on current trends in food service operations to provide an efficient work environment.
10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires stooping, bending, kneeling, reaching and turning.
4. Ability to lift up to 50 pounds.
5. Must work in and around fumes and odors.
6. Must work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008