

Stark County CUSD #100
JOB DESCRIPTION

TITLE: Director of Food Service

REPORTS TO: Principals & Superintendent

MINIMUM QUALIFICATIONS: Five years responsible supervisory experience in Food Service

WORK YEAR: 190 Days

WORK DAY: 8 hours

SALARY: \$12.50/hour

EVALUATOR: Principals/Superintendent

BASIC FUNCTION

Plan, organize, control and direct the Food Services of the District; supervise and evaluate the performance of assigned personnel

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Planning, organization and direction of the food services of the District
2. Nutritional requirements of school-aged children
3. Sanitation and safety practices related to cooking and serving food
4. Federal and State regulations for Child Nutrition Program
5. Budget preparation and control
6. Oral and written communication skills
7. Applicable laws, codes, regulations, policies and procedures

Ability to:

1. Plan, organize and administer the food services activities and operations of the District
2. Assure that food items are prepared, served and stored properly
3. Assure compliance with health and sanitation requirements
4. Communicate effectively both orally and in writing
5. Interpret, apply and explain rules, regulations, policies and procedures
6. Analyze situations accurately and adopt an effective course of action
7. Meet schedules and time lines
8. Plan and organize work
9. Supervise and evaluate the performance of assigned staff

DUTIES AND RESPONSIBILITIES

1. Administers the free and reduced lunch program, including publicize the program, approve applications, verify applications, oversee daily meal count procedures, and insure compliance with all USDA and ISBE mandates
2. Ensure the establishment of daily menus for the cafeterias with proper portion sizes so meals are eligible for reimbursement by USDA and ISBE

3. Ensure the maintenance of daily food production records for both cafeterias, including standardized recipes, portions prepared and served, and yield of portions
4. Supervises all food service personnel in both cafeterias, including proper licensing of personnel
5. Coordinates the ordering of all food and equipment for both cafeterias
6. Visit all lunchrooms and cafeteria often, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
7. Establish and maintain a food safety program aligned with the principles of Hazard Analysis and Critical Control Point (HACCP)
8. Research, disseminate, and implement a school wellness program involving nutrition, nutrition education, physical activity, and physical education
9. Ensure the completion of state and federal forms for eligible food commodities and provide assistance/suggestions for the preparation and serving of government surplus foods as part of the ongoing food service program
10. Ensure the preparation and submission of annual commodity order form. Check state website monthly for commodity allocations delivery; update as necessary
11. Inspects all food service equipment to insure it is properly functioning
12. Oversees the daily operation of the cafeterias
13. Inform the public, through the local press and district web site of planned lunch menus on a monthly basis
14. Acts as a liaison between the administration and cafeteria staff
15. Assists superintendent in the recruitment of personnel to work in the cafeterias
16. Monitor the expenses and income of the cafeterias
17. Plan, coordinate and arrange for staff trainings
18. Develop and prepare an annual food services budget
19. Ensure proper employee coverage and fill in with substitutes when necessary
20. Assist in the cafeterias when feasible and necessary
21. Oversee the purchase and maintenance/inventory of all foods, supplies, and food service equipment in the district
22. Receive suggestions from student groups regarding preferred foods and meals, and make every effort to incorporate such suggestions into the food service program in a manner consistent with good nutritional standards
23. Recommend to the Superintendent price charges in order to maintain a financially viable program
24. Conduct periodic and annual evaluations of all food service employees with the help of the building administrators
25. Ensure the completion and submission of agreements, policy statements and applications for the food programs in which the school district participates