

McLouth USD 342

Position Description

Position Title: **Food Service Director**
Reports to: Superintendent
Payment Rate: Classified Salary Schedule
Approved by: BOE

Department: Food Service
FLSA Status: Non Exempt
Date Approved: January 10, 2024

PURPOSE

Supervises all food service preparations and operations. To accomplish these task, the Food Service Director must work closely with the staff and administration of USD 342.

QUALIFICATIONS

- High School diploma or equivalent and at least 3 years of relevant food service experience.
- Experience in Child Nutrition Program or large scale institutional food preparation and kitchen management.
- Health and Inoculation Certificate on file in the District Office.
- Personnel management skills
- Verbal and written communication skills
- Record keeping, math and accounting skills
- Ability to use computers
- Ability to interact with students and staff in a consistently pleasant manner
- Working knowledge of safe food handling procedures and completion of KSDE's and Kansas Department of Agriculture (KDA's) food safety professional development requirements.
- Training skills and willingness to encourage and support professional development to staff
- Desire to continue career improvement.
- Working knowledge of safe food handling procedures and completion of USDA's Professional Standards requirement of at least 8 hours of approved food safety instruction not more than 5 years prior to start date or completion within 30 days of director's start date.
- Have a valid driver's license, be able to drive and qualify under district's insurance carrier for driving a school vehicle.

ESSENTIAL FUNCTIONS

- Direct and administer school food and nutrition program to provide nutritious meals and safeguard the health of students, staff and visitors.
- Ensure that all activities conform to the district and KSDE guidelines.
- Use good communication skills and supervisory skills in working with other team members and students.
- Communicate effectively with all members of the USD 342 and community.
- React to change productively and handle activities as assigned.
- Provide leadership and supervision to employees.
- Keep accurate and timely records for USD 342 and KSDE.

- Use professional and follow confidentiality procedures in administering the program.
- Supervise and coordinate food service to provide nutritious meals and safeguard the health of student's staff and visitors.
- Have knowledge of concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use.
- Each year, at least 12 hours of professional development. This required continuing education is in addition to food safety instruction required of the Food Service Director in the first year of employment.
- Support the value of an education.
- Support the philosophy and vision of USD 342.
- Attends work regularly.

PHYSICAL REQUIREMENTS/ENVIROMENTAL CONDITIONS

- Prolonged sitting or standing
- Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
- Capable of stooping, bending and reaching.
- Ability to concentrate in a noisy environment
- Flexibility in work hours as required to fulfill duties

GENERAL RESPONSIBILITIES

- Maintain integrity and accountability of the Child Nutrition Program (CNP) through compliance with all federal, state and local regulations.
- Prepare and report accurate information for State Nutrition Reporting.
- Provide supervision and on-the-job training to assure that all policies and established procedures are followed.
- Set up training and/or train all food service staff on current protocols, food and equipment safety.
- Organize/oversee USD 342 Wellness Policy.
- Keep abreast on all nutrition standards set by the KSDE Child Wellness Program.
- Attend state/local required staff development.
- Provide effective office organization and good paper management to ensure all records and supported documents required are maintained in accordance of federal, State of Kansas and USD 342 policies.
- Assign work schedules and day-to-day assignments of specific job tasks.
- Plan and provide menus that meet current nutritional standards and meal pattern requirements and that encourage participation.
- Responsible for getting outside bids for food and milk for upcoming school year.
- Order and maintain adequate supplies of food. Assure that all supplies are on hand for the day's preparation before needed.
- Responsible for receiving deliveries on regular and no school days.
- Check-in deliveries to insure the order was correctly filled and if quality of product is acceptable. Mark any corrections on the invoice and return any items that do not meet specifications.
- Train staff to correctly use equipment. Establish and maintain schedules for equipment maintenance.

- Establish quality standards for food preparation and service of food.
- Help staff prepare food when needed.
- Implement and maintain proper sanitary safety practices and standards.
- Recommends and makes suggestions to hiring, advancement promotion, firing and other change of employees.
- See district policies and observed during all activities.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
- Other duties as assigned