

TITLE: Food Service Director

QUALIFICATIONS:

1. High School Diploma.
2. Management experience in food service and specific training instruction in School Food Service preferred

REPORTS TO: Superintendent

JOB GOAL: The Food Service Director is responsible for the overall operation of Loup City School kitchens and cafeterias encompassing food production, labor, and record keeping. The director also assists in the preparation of daily meals.

PERFORMANCE RESPONSIBILITIES:

1. Meal Preparation: as guided by the Board of Education policies and Federal regulations.

A. Producing Meals:

1. planning and preparing menus and qualifying for Type A lunches
2. controlling food quantity and quality
3. controlling sanitation and safety
4. ordering food, supplies, and equipment
5. using USDA commodities to supplement program

2. Staff Supervision

A. Hiring of Staff:

1. maintain a substitute employee list
2. assist the superintendent in filling vacancies as they occur
3. arrange for student help with serving

B. Supervision:

1. schedule staff for all preparation centers
2. assist with total preparation process
3. oversee staff relations in the kitchen and cafeterias
4. Complete staff evaluations
5. Make staffing recommendations to the superintendent
6. Approve time sheets for employees

3. Record Keeping:

Maintain

- A. Daily Participation Records
- B. Daily Tray Count
- C. Commodity Food Requisitions
- D. Inventory and Usage of Purchased Food

- E. Inventory and Usage of Commodity Foods
- F. Daily Menu Analysis
- G. *Head Start* billing
- H. J. local, state, and federal records
- I. K. State and Federal Directives File

4. Public relations:

- A. Promote the food service department to district staff and shareholders
- B. Serve as a resource to staff, parents and the community

5. Professional Responsibilities:

- A. Membership in professional association
- B. Complete appropriate professional development activities
- C. Complete ongoing professional development activities

6. Other duties as assigned.

ESSENTIAL FUNCTION: Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT:

This is salaried (exempt) position under the provisions of applicable Board Policy; with a compensation package as stated in the *Classified Employee Hiring Schedule* at an annual salary determined by the Board of Education