

## **DIRECTOR OF FOOD SERVICE**

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- QUALIFICATIONS:**
1. Experience in child nutrition program or institutional food preparation and kitchen management of at least three years experience or a bachelor's degree.
  2. Health and Tuberculosis Inoculation Certificate on file in the USD Office (after employment offer is made).
  3. Personnel management skills.
  4. Record keeping, math and accounting skills.
  5. Ability to interact with students, district patrons and staff in a consistently pleasant manner.
  6. Desire to continue career improvement.

**REPORTS TO:** Superintendent

**SUPERVISES:** All Food Service Personnel

**JOB GOAL:** To ensure an atmosphere of efficiency, cleanliness, and friendliness in which students may be served nutritious, attractive meals.

**FULL/PART-TIME** Full-time

**FLSA:** Non-exempt from overtime

**BOE APPROVED:** 3/8/2021

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Direct and administer school food and nutrition program to provide nutritional meals and safeguard the health of students, staff and visitors.
3. Ensure that all activities conform to district, community and Kansas State Department of Education (KSDE) standards.
4. Communicate effectively and positively with school district staff, students and the community.
5. React to change productively and handle activities as assigned.
6. Support the value of education.
7. Support the philosophy and mission of USD 407.
8. Provide leadership to employees.
9. Keep accurate and timely records for USD 407 and KSDE.
10. Use professional discretion and observe procedures of confidentiality in administering the program.
11. Evaluate and recommend staff requirements for the food service program.
12. Recommend employment of food service personnel to Superintendent and Board of Education.
13. Supervise and recommend equipment use, repairs, purchases and kitchen layouts.
14. Plan menus and required calculations to ensure responsibility of meals served, striving to provide proper calories and follow the US Dietary Guidelines for Americans. Continuously evaluate menus to insure acceptability by students and staff.
15. Maintain cost information concerning meals and related expenditures to Food Service Program.
16. Evaluate and recommend prices to be charged for student and adult meals.
17. Procure supplies as needed for operation of the food service considering quality, price and fair opportunity to available suppliers and meeting all USDA procurement standards.
18. Supervise Food Service staff; develop performance standards and evaluation of job performance.

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19. Provide for continuing job training of food service staff.
20. Complete administrative reports and documents:
  - Complete program agreement and its attachments and other periodic reports as required by KSDE.
  - Prepare monthly reimbursement claims.
  - Prepare monthly and annual summary of food service program activities, which includes meals served, income, expenses and other data requested by the Superintendent.
  - Review of monthly time sheets for employees.
  - Record and document days of absence of Food Service staff.
  - Provide list of recommended substitute cooks, servers, and dishwashers.
  - Monitor health certificate requirements of Food Service staff.
  - Maintain licenses of kitchens by Kansas Department of Health and Environment, monitor sanitarian reports and recommendations.
21. Supervise and administer the approval and verification of Free and Reduced Price meal applications.
22. Cooperate with and assist the KSDE School Food Service Consultant during the annual review of food service program and take action on recommendations.
23. Assist teachers with nutrition education classroom projects.
24. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
25. Complete other duties as assigned by Superintendent of Schools or Board of Education.
26. Report annually to Board of Education on Food Service Program.
27. Review and monitor District Wellness Policy.
28. Requires concentration in a noisy environment.
29. Maintains confidentiality of student and employee information.
30. Follows the building dress code while being a good role model for students.
31. Maintain a valid Kansas driver's license as the position requires transportation to schools in the district.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in board policy *GCI Classified Employee Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

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| <input type="checkbox"/>            | 1. Very rarely requires exertion beyond walking.   |
| <input checked="" type="checkbox"/> | 2. Very rarely requires physical exertion beyond walking or climbing stairs.   |
| <input type="checkbox"/>            | 3. Requires prolonged (over 50% of the time) standing and walking.   |
| <input type="checkbox"/>            | 4. Requires prolonged (over 75% of the time) standing and walking.   |
| <input checked="" type="checkbox"/> | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.                 |
| <input type="checkbox"/>            | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <input type="checkbox"/>            | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <input type="checkbox"/>            | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.              |

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- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

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Signature

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Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.