

# Meeker School District Re-1

## Job Description

**Title:** Food Service Director  
**Department(s):** Food Service  
**Reports to:** Superintendent  
**Work Year:** 10 months



### Job Summary:

A professional staff member who provides supervision and support to food service which are provided to students in support of their educational achievement. Provides and supports a nutritious, healthy, food service program to help students gain the fullest possible educational opportunity.

### Summary of essential job function:

1. To maintain the operation of three kitchen sites.
2. To keep current with all state and federal guidelines, as well as the USDA guidelines for commodities.
3. Assist the Financial Director with all district and state reports as they become due.
4. Work cooperatively with Finance Director to complete direct certification process.
5. Maintain records of all operations for the past three years plus current year for auditing purposes.
6. Assist kitchen staff with technical support with point-of-sale system being used by the district.
7. Ensures that kitchens are maintained in a safe, clean and healthy manner.
8. Prepares specifications and bid conditions for all times requiring such bids.
9. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
10. Prepares and maintains Free and Reduced lunch applications.
11. Monitor kitchens, staff and meals prepared daily.
12. Interview and hire substitute cooks.
13. Evaluate all kitchen staff.
14. Meet with kitchen leaders to review menus and any concerns.

### Qualifications and Experience:

- High School Diploma minimum.
- Experience in supervising food preparation procedures preferably in a school setting.
- Ability to supervise a kitchen staff of 6-12 individuals.
- Maintain a professional relationship with students, Staff and the public.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

**Clearances:**

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check, for use of food services vehicle.

**Physical Demands**

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

**Work Environment**

- The noise level in the work environment is usually moderate.
- The work environment can include high stress tasks.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.