

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

247

FOOD SERVICE DIRECTOR (Job Description)

Qualifications: (1) Must have the training, experience and ability to direct the total food service operation; (2) Must have knowledge of large quantity meal preparation, menu planning and completing state, federal and local reports; (3) Must have purchasing, strong human relations, communication and business management skills; and, (4) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator. Supervises food service personnel.

Duties and Responsibilities: The Food Service Director shall be responsible for food service-related business and personnel management. He/she shall be responsible for supervising, coordinating and directing the work duties of all food service personnel, including providing evaluative input to the District Administrator, and the preparation and distribution of meals in the district. He/she shall make sure the district's program complies with local, state and federal agency requirements, complete all required reports and operate the program in a businesslike manner. He/she shall coordinate building use with the building principals. He/she shall:

1. Be responsible for the preparation of monthly menus.
2. Be aware of and comply with Department of Public Instruction (DPI) mandates.
3. Be responsible for the cleanliness and proper storage of all equipment and the proper handling, serving and storage of all foods.
4. Be responsible for the cleanliness of all kitchens.
5. Be responsible for keeping records and filing reports in connection with the school lunch program, as required by the school and state.
6. Arrange for substitutes when food service personnel are absent.
7. Be responsible for the purchase of food commodities.
8. Be responsible for evaluation of food service personnel.
9. Coordinate the use of food service department facilities and/or equipment by staff or outside groups.
10. Obtain bids from vendors for the procurement of food, equipment and services needed for the department and make recommendations regarding which bids/proposals are in the overall best interest of the department and District.
11. Manage the food service department in an efficient manner while following District budgetary guidelines.
12. Perform any and all other duties prescribed by the District Administrator or Board.

The Food Service Director shall develop and complete the required documentation of determining and verifying eligibility for free and reduced price meals for the National School

Lunch Program; and the School Breakfast Program following instructions located in the most current *Eligibility Manual for School Meals* manual.

Including but not limited to:

1. Developing meal applications and informing households;
2. Issuing current public release information for availability of school meals;
3. Running and completing the Direct Certification Process;
4. Processing meal applications and determining Eligibility;
5. Completing the Verification process.

Evaluation: The District Administrator shall complete an annual evaluation (written and/or oral) covering the individual's effectiveness in handling the duties and responsibilities of the position.

Terms of Employment: A contract shall be negotiated annually with the Board or its representative. The contract shall be independent of any labor contract the district has with other individuals or groups of staff working for the district.

APPROVED: November 11, 2002

REVISED: February 11, 2013