

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Policy Book
Food Service Director	8/16/2021	244

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

Provide oversight of the District's food service program in staffing, operations, and in the quality of food provided to District students.

ESSENTIAL JOB FUNCTIONS

Staff

1. Directs the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the food service staff.
2. Assists in the orientation of new personnel and substitutes
3. Assists in facilitating a comprehensive program of inservice and on-the-job training for staff under his/her supervision.
4. Supervises and evaluates staff as to their job performance.
5. Assigns and adjusts the workload of staff to meet District needs.
6. Recommends staff additions and/or deletions as necessary to district administrator
7. Makes recommendations on the transfer, promotion, discipline and release of food service employees.
8. Approves time sheets and absence forms on a bi-weekly basis.
9. Arranges for substitutes when lunch personnel are ill or otherwise absent
10. Directs and assigns duties to all school lunch personnel.

Operations

1. Follows rules and regulations established by the United States Department of Agriculture (USDA), Department of Health, and the Department of Public Instruction (DPI) concerning the school lunch program.
2. Assists in preparation of food service department budget.
3. Coordinates the order of food service supplies and assists in acquiring equipment.
4. Plans and establishes the school district menus.
5. Helps with food preparation and clean up.
6. Informs the public through the local press of planned lunch menus on a weekly basis.
7. Plans and supervises preparation of any special meals required for District sponsored events.
8. Determines the size of serving to meet necessary requirements in regard to age of those being served.
9. Prepares food according to a planned menu and tests uniform recipes and determines if the finished product is the best quality both in flavor and appearance before it is served.
10. Inspects school lunch facilities and operations at the various schools to insure that standards of cleanliness, health and safety are maintained.
11. Participates in a program of cooperative purchasing through the Central Wisconsin Small School Coop (CWSSC) to the extent determined to be in the best interest of the District.
12. Checks food and supply shipment deliveries for quality and quantity, verifies purchase prices and invoicing before approving invoices for payment.

13. Coordinates the selection and ordering of commodities.
14. Maintains District inventories of food stuffs, equipment and supplies.
15. Keeps inventory purchase and menu records and assists in filing reports and claims as required by the District and State.
16. Insures that an accurate accounting of meals served is maintained in accordance with applicable USDA regulations.
17. Coordinates the distribution of food to participating schools.
18. Coordinates all aspects of the summer feeding program.
19. Cooperates with DPI in audit processes when the District is assigned an audit.
20. Completes other duties as may be assigned.

SUPERVISION RECEIVED: Superintendent

SUPERVISION EXERCISED: Cooks I and II

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Demonstrates a thorough knowledge of the operations of all food service equipment.
2. Demonstrates knowledge and expertise in large group meal planning and preparation.
3. Possesses ability to keep records, write reports, maintain inventories of supplies, materials and equipment.
4. Possesses and demonstrates proper hygiene and purchasing techniques in school food service operations
5. Attends Sanitation and Safety Class at NTC in Phillips every five years. The District will pay for tuition.
6. Completes continuing education courses as required.

ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE AND PERSONAL CHARACTERISTICS

1. Demonstrates interpersonal relations of fairness, good judgment, factfulness, and works for the respect, cooperation, interest, and enthusiasm of pupils, staff, and public.
2. Demonstrates ingenuity through unique utilization of staff and facilities.
3. Communicates information clearly and regularly to appropriate groups and individuals.
4. Develops long and short-range plans within areas of responsibility.
5. Establishes and maintains a quality learning environment through his/her supervisory style
6. Strives to advance professionally through suchy activities as university course work, seminars, attendance at conferences, and membership in professional organizations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Approved: May 1996

Revised: 06/15/98

Revised: 08/16/2021