# RILEY COUNTY USD 378 JOB DESCRIPTION - FOOD SERVICE DIRECTOR

**Location:** Office located at Grade School – serves the whole district

**Terms of Employment:** Salary & Contract Length negotiable based on experience/credentials

Responsible to: Superintendent

### **Minimum Qualifications:**

- High school diploma (or GED)
- At least 3 years of relevant food service experience
- Strong communications skills (written and verbal)
- Personnel management skills
- Record keeping, math, accounting skills
- Ability to use computers
- Ability to work independently without supervision and ability to work with others
- Ability to interact with students, district patrons, and staff in a consistently pleasant manner
- Ability to work in a fast-paced environment
- Valid driver's license (to work with staff in various buildings; Kansas preferred)

# **Physical Requirements:**

- Required physical exertion beyond walking or climbing stairs
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials weighing more than 50lbs
- Requires stooping, kneeling, crawling, bending, turning or reaching, and climbing
- Must work in noisy and crowded environments

#### **Essential Job Duties:**

- Direct and administer school food and nutrition program to provide nutritional meals and safeguard the health of students, staff, visitors
- Ensure that all activities conform to district, community, and Kansas State Department of Education (KSDE) standards
- Keep accurate and timely records for USD 378 and KSDE
- Use professional discretion and observe procedures of confidentiality in administering the program
- Provide leadership to food service staff
- Recommend employment for food service personnel to the Superintendent and Board of Education
- Supervise and evaluate food service staff
- Provide for continuing job training of food service staff
- Supervise and recommend equipment use, repairs, purchases, and kitchen layouts
- 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
- Maintain cost information concerning meals and related expenditures to Food Service Program
- Evaluate and recommend prices to be charged for student and adult meals

- Procure supplies as needed for operation of the food service program considering quality, price, and fair opportunity to available suppliers and meeting all USDA procurement standards
- Complete administrative reports and documents
  - Complete program agreement and its attachments and other periodic reports as required by KSDE
  - o 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 or Board of Education
  - Record and document days of absence of food service staff
  - Monitor health certificate requirements of food service staff
  - Maintain licenses of kitchens by Kansas Department of Health and Environment, monitor sanitarian reports and recommendations
  - Collaborate with the Board Clerk on the Free & Reduced program (notification of benefits, documentation, Direct Certification lists, verification process)
  - Collaborate with Administration on notices of unpaid balances
- Cooperate with and assist the KSDE School Food Service Consultant during the annual review of food service program and take action on recommendations
- Serve on Wellness Committee/Review and monitor the District Wellness Policy
- Report quarterly to the Board of Education on the Food Service Department
- Attend ongoing mandated trainings
- Complete other duties as assigned

## **General Responsibilities of USD 378 staff:**

- Communicate effectively (verbal, written or listening) with staff, students, visitors and community members
- Displays a positive "can do" attitude while projecting a personable, professional, friendly image at all times
- Ability to maintain confidentiality at all times
- Appropriately operate all equipment as required and schedule (or notifies supervisor for scheduling) maintenance if needed
- Keep abreast of new information, innovative ideas and techniques
- Commit to USD 378's mission, philosophy and values
- Adhere to all district policies (including health and safety procedures)
- Maintain regular attendance and timeliness
- React to change productively and handle tasks as assigned

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the USD #378 Board of Education's policy on Evaluation of Personnel.

Approved:Supervis	Date: or	
Reviewed and agreed to by:	Employee	Date: