

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

- ### General Responsibilities of USD 378 staff:

- 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.

Reviewed and agreed to by: _____ Date: _____
Employee