

GODDARD USD 265
CLASSIFIED JOB DESCRIPTION

POSITION:	Director of Nutrition Services
RESPONSIBLE TO:	Superintendent or designee
EVALUATED BY:	Superintendent
TERMS OF EMPLOYMENT:	Classified Position 12-month contract-Salaried
PURPOSE OF POSITION:	Organizes and supervises USD 265 food service programs: plans menus and budgets, acquires foods and equipment, manages employees and coordinates schedules, requisitions supplies, provides for food storage and safe food handling practices, assesses management processes, files state and federal reports, and makes necessary reports as requested by the Superintendent and/or Board of Education.

ESSENTIAL DUTIES:

- A. Manages and assigns all food service personnel in achieving excellence in food service for students; set and evaluate work standards.
 - 1. Recommends hiring and dismissal of employees; coordinates and assigns jobs for all food service personnel; submit necessary forms to HR.
 - 2. Provides direction, training and in-service.
 - 3. Supervises food service employees and resolves workers' problems or refers them to appropriate departments.
 - 4. Participates in building level food service personnel evaluations with appropriate administrators.
 - 5. Evaluates additional food service personnel.
- B. Plans, budgets, schedules and coordinates production tasks and meal preparation for school meals served and in concession operations.
 - 1. Develops system for collecting, depositing and accounting for money collected and disbursements as required.
 - 2. Implements local and governmental policies and regulations necessary for receiving government reimbursement; submit Program Agreement and monthly claims to KSDE.
 - 3. Informs staff and implements system of meal substitutions for students with medical needs; maintains required documentation.

4. Train and assist schools with record keeping and accounting of all meals served.
 5. Plans and determines menus, supervises purchasing and serving of foods; maintains a satisfactory inventory of food.
 6. Assigns cooking duties, food serving duties and cleaning of all equipment and serving areas.
 7. Prepares specification and bid conditions for all items requiring such bid by law or Board of Education Policy.
 8. Coordinates and monitors concession activities to include staffing, production and evaluations.
- C. Assesses normal service practices and procedures to assure preventive maintenance and inspects food service equipment and systems of safety and operations on a regular basis.
1. Submits proposals and specifies long-range needs to Superintendent.
 2. Trouble-shoots and regularly inspects equipment; reports needed minor or major repairs and schedules preventive maintenance with the approval of the administration.
 3. Recommends major repairs to Superintendent.
 4. Requisitions, maintains, and stores food supplies and equipment in a controlled and safe manner.
 5. Keeps informed on current trends in food service operations; makes and implements recommended changes; attends and participates in supporting program development.
 6. Follows and performs written and oral directions for job duties; stays alert to and reports emergency situations; abides by district safety requirements.

OTHER JOB DUTIES (Others may be assigned):

1. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.
2. Other jobs as assigned by supervisor.

REQUIRED QUALIFICATIONS:

1. Must have a Bachelors degree appropriate to directing food service or must have at least three years of supervisory experience in food service.
2. Must have practical experience in the purchasing, preparation and serving of food.

ATTENDANCE REQUIREMENTS:

Up to a forty (40) hour workweek with the understanding that schedules / shifts may be altered depending upon the critical nature of the job. Workday hours will be determined as required by conditions and / or requirements. Sick day and vacation day policies are included in the district personnel policy.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:

1. Demonstrates ability, agility and mobility to use all food service and office equipment.
2. Manages job requirements with mobility to use large equipment; agility and dexterity to reach, lift up to 35 pounds, move and handle tools required to cook and serve food; dexterity to access files, manipulate small objects and gauges for measuring and testing; focused observation to determine correct food preparation, to observe kitchen workers for performance, to evaluate all functions of food service, keep records and make reports.
3. Must be able to work in any and all weather/temperature and lighting conditions under which job must be performed. May be required to wear protective equipment including gloves for exposure control under limited circumstances.

PERFORMANCE STANDARDS / EVALUATION:

1. Must support district mission, goals and objectives.
2. Must demonstrate ability to take and communicate oral and written instructions.
3. Must demonstrate ability to train, motivate and lead food service personnel.
4. Must perform budget planning, purchasing and price control.
5. Must demonstrate ability to direct and maintain food service operations and any equipment associated with food service.
6. Must meet quality standards and on time requirements in job duties and at building assignments.
7. Must meet all district safety requirements.
8. Must meet these standards in a time sensitive manner as deemed necessary by Administration.
9. Must meet personal grooming standards of the district.
10. Performance evaluation will be performed annually by the Superintendent

I understand the job description that I have just read and can comply fully with all requirements with or without accommodations.

_____/_____/_____
Food Service Director Signature Date

_____/_____/_____
Assistant Superintendent HR/Student Services Date