

Food Service Director

Desired Qualifications:

A Bachelor's Degree.

Appropriate certification.

Ability to work with administration, students, teachers, staff and parents.

To act as a liaison between the public and the school, and in so doing promote the general image of the total school system.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Business Manager

Supervises:

All kitchen personnel

Position Goal:

To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

Functions of Food Service Director:

Plans the school lunch and breakfast menus in accordance with government rules and regulations.

Responsible for purchasing menu items and finding the best quality for the best price.

Responsible to organizing and purchasing menu items for extra activities that are sponsored by the Denison Community School.

Responsible for menu nutrition analysis.

Responsible for keeping the lunch and breakfast food production records that are needed for the High School, Middle School and Elementary School.

Checking time cards on the 5th of each month and giving them to the proper authority.



Responsible for the direction and correcting of the kitchen staff members.

Responsible for checking invoices of goods received, the inventory of goods on hand, and the proper handling of goods in the storeroom and freezer.

Responsible for kitchen equipment safety and its upkeep.

Responsible for taking summer classes in order to keep current on new rules and regulations concerning the food service program and to keep kitchen staff informed of these changes.

Evaluates the performance of the head cooks.

Other duties as assigned.

Terms of Employment:

Salary and benefits to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Business Manager in accordance with the provisions of the Board's policy on evaluation of support services personnel.