

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Food Service Director

Classification: Food Service
Reports to: Superintendent
Evaluated by: Superintendent

Job Summary:

The Food Service Director shall be responsible for the operation of the school breakfast and lunch programs. The goal shall be to provide meals of high nutritious value in a clean and sanitary environment.

Essential Duties and Responsibilities: *Other duties may be assigned.*

The Food Service Director of Buckley Community Schools:

- Orders supplies and materials necessary to operate the food service program.
- Recommends the replacement of old, or purchase of new, equipment needed for operation of the food service program.
- Maintains records as required by law at the federal, state, and local levels.
- Develops and administers a self-supporting food service program including both ala carte and Federal/State subsidized meals.
- Plans menus for the school cafeteria and informs the public of the monthly and weekly menus.
- Recommends and works within the food service menu.
- Reviews and recommends prices for the various meals served.
- Evaluates bids for food, supplies, and equipment with the Superintendent.
- Applies for government commodity food.
- Maintains inventory control of food, supplies, and equipment.
- Operates the cafeteria in conformity with state and local codes.
- Provides catering services as requested for other school activities and outside organizations using school facilities.
- Prepares and serves food according to state and local guidelines and laws.
- Assists the Superintendent in the evaluation of cooks and food service personnel employed by the school.
- Performs other food service duties as assigned by the Superintendent.

Knowledge and Skills Required:

1. High School diploma or equivalent and meets other educational requirements established by the Board of Education.
2. Post high school training/experience in food preparation is desired.
3. Knowledge and experience of food service in the public sector desired.
4. Ability to work with others while demonstrating the ability of self-direction on the job.
5. Demonstrates good public relations skills relating to the job.
6. Dependable and of good moral character.
The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name