

**BEARDSTOWN COMMUNITY UNIT SCHOOL DISTRICT #15
JOB DESCRIPTION**

TITLE: DIRECTOR OF FOOD SERVICE

QUALIFICATIONS:

- 1) Certification of good health signed by a licensed physician. Be free of communicable diseases.
- 2) Demonstrated aptitude for successful completion of assigned responsibilities.
- 3) Practices good grooming habits with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, and posture.
- 4) Effective communication skills, ability to work within a team, and experience leading a team
- 5) High School diploma (or GED) and at least 3 years of relevant food service experience
- 6) At least 8 hours of food safety training not more than 5 years prior to their starting date or completed within 30 calendar days of start date.

REPORTS TO: Superintendent

PRIMARY DUTIES:

1. Planning, organization and direction of the food services of the District
2. Nutritional requirements of school-aged children
3. Sanitation and safety practices related to cooking and serving food
4. Federal and State regulations for Child Nutrition Program
5. Budget preparation and control
6. Oral and written communication skills
7. Principles and practices of management
8. Applicable laws, codes, regulations, policies and procedures

MINIMUM PERFORMANCE EXPECTATIONS:

1. Demonstrate a good knowledge of and proficiency with personal computer.
2. Plan, organize and administer the food service activities and operations of the District.
3. Locate and allocate resources.
4. Assure that food items are prepared, served and stored properly.
5. Assure compliance with health and sanitation requirements.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and timelines.
10. Work independently with little direction.
11. Plan, organize, control and direct a variety of programs, services and activities related to food service.
12. Prepare comprehensive narrative and statistical reports.
13. Supervise and evaluate the performance of assigned staff.
14. Assure compliance with regulatory agency guidelines and policies: visit school kitchens to assure compliance.
15. Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained.
16. Locate and allocate resources and formally bid on food and no-food items.
17. Prepare and maintain a variety of reports, records and files.
18. Purchase and maintain an inventory of all foods, supplies and equipment.
19. Standardize prices charged for various types of lunches, including the price of milk.
20. Plan and supervise the preparation and serving of menus at all schools.

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21. Informs the public of planned lunch menus on a monthly basis.
22. Provide instructions and recipes for the preparation and serving of all foods.
23. Review and evaluate all requests and recommendations for purchase of new and replacement equipment and computers.
24. Check all bills and purchase orders for accuracy.
25. Make applications for federal subsidies and programs.
26. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
27. Check all government reimbursements and make monthly claims for reimbursements.
28. Communicate with other administrators, district personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
29. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
30. Plan, coordinate and arrange for staff training
31. Develop and prepare the annual budget for the Food Services Department; analyze and review budgetary and financial data.
32. Inspect District property and observe activities on District property for unsafe conditions which may lead to injury; correct any unsafe practices and conditions and to report all other potential safety hazards to the Superintendent.
33. Follow the safety guidelines specified in the Safety and Risk Management Plan for Beardstown CUSD #15.
34. Provide small group or one on one Staff Development, as needed.
35. Perform other tasks as assigned by Superintendent.

WORKING CONDITIONS / PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move in excess of 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Jan. 2024 – O’Daniell