



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent directs the operations of the food service program including meal planning; planning of new services; facilities planning; personnel management; resources allocation and financial management; and organization of nutrition programs.

Job Title:	Food Service Director	Revised Date:	11-13-17
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Job Description: Responsible overseeing for all areas of the Food Service Department.

- Develops a Food Service program for the entire year. Maintains the budget and establishes goals for four schools.
- Plans and writes nutritious menus utilizing USDA commodities and present inventory. Considers seasonal and special events. Evaluates acceptability of meals and assesses food waste.
- Reviews menus, make changes as needed monthly.
- Updates recipes/menus monthly.
- Selects and manages food service personnel – including recruitment, selection, assignment performance, review and motivation, assigns and schedules work of cafeteria employees.
- Responsible for approving online timecards and leave requests for food service department.
- Maintains system for financial accountability: Inventory, daily participation, cost sheets, and food invoicing.
- Establishes and maintains food service standards.
- Directs activities of cooks preparing, serving and cleanup of school meals. Monitors and enforces compliance with governmental regulations.
- Attends workshops, in-services and conferences (Safety Food Service director, budget, w/distributors inventory).
- Develops and prepares banquet meals for school activities or community functions.
- Establishes policies and procedures for receiving and warehousing food and nonfood items.
- Handles biweekly food/commodities order.
- Addresses teacher, parent and student concerns as needed.
- Codes food service bills to be paid and submits to the accounts payable office.
- Approves free/reduces lunch applications.
- Maintains safe environment.
- Other duties as assigned.

Job Location:	District Wide	Company Industry:	Public School
Job Role:	Food Service	Employment Status:	Full-time
Employment Type:	Supervisor Food Service	Manages Others:	Yes
Band-Grade-Sub Grade:	C-4-3		
State Job Match Points:			

Qualifications:

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|---|------------------------|
| * Food Service Course | * Food Manager License |
| * Strong interpersonal skills | * Leader |
| * Ability to multi-task in fast-paced dynamic environment | * Good Computer Skills |
| * Organization skills | |

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent		

Non-Union

Approved By: Brad Sellner	Date Approved: 6-30-14
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