

**Riverview Gardens School District
Director of Food Service
Job Description**

SUMMARY: Reports directly to the Chief Financial Officer. Supervise the total operation of the food service department for the benefit of the students by establishing the preparation and serving of an attractive, nutritious lunch at a reasonable cost.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Determine the employment needs of the cafeterias, interview, and assign workers.
- Recommend personnel to be employed and dismissed and the necessary adjustments to personnel policies with regard to food service employees.
- Supervise all employees, schedule work, and supervise in-service training of employees.
- Assist with the preparation of an annual budget.
- Prepare the monthly State Reimbursement Report and cooperate with state officials regarding any and all regulations concerning school lunch.
- Set standards for the purchase of all foods and equipment and establish the needed controls to ensure quality.
- Work with the architects and school personnel when requested in planning new or remodeled lunchrooms.
- Establish standards of cleanliness and sanitation for food, equipment, and employees.
- Supervise menu making, food preparation, and serving to ensure students a nutritious lunch served attractively and economically.
- Keep the Associate Chief Financial Officer informed of developments regarding the school food services department.
- Conduct periodic manager meetings and annual employee meetings.
- Evaluate and recommend improvements to the school lunch program.
- Give initial approval on purchases which have been budgeted.
- Conduct safety meetings.
- Make recommendations for bid items.
- Demonstrate positive, effective communication skills.
- Performs other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties listed above. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of two years of college-level work in courses related to the management of any food operation or the equivalent experience.
- A minimum of five years' experience in a school food program managerial position.
- Proficiency in the knowledge of the rules and regulations of the State Department of Education and the local Board of Education governing food services and familiarity with office procedures to implement regulations.
- Ability to organize, delegate, and supervise.
- Ability and personality to work with colleagues, parents, and other individuals, community groups, and organizations.

- Proficiency in understanding how all groups can work together.
- Positive, effective communication skills.
- Successful completion of a background check by Human Resources.

Physical Demands

- Exerts 20 to 50 pounds of force occasionally, and/or
- Exerts 10 to 25 pounds of force frequently, and/or
- Prolonged periods of working on a computer.
- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Requires occasional or frequent standing, walking, sitting, bending, and reaching for extended periods of time.
- The job is performed under minimal temperature variations and is generally a hazard free environment.
- Must be able to access and navigate all areas of the school and other facilities as needed.

TERMS OF EMPLOYMENT:

Year: 12 Month

Salary: Administrator Range on the District Administrator Salary Schedule