

CARBON CLIFF-BARSTOW SD #36
EAGLE RIDGE SCHOOL
2002 – EAGLE RIDGE DRIVE
SILVIS, IL 61282

POSITION

Food Service Director

DESCRIPTION

The food service director plans, directs, and coordinates the activities of the district's food service program. The food service director shall be responsible for the completion of all obligations specified by county, state and federal laws and regulations, as well as such other duties as specified by the superintendent and Board.

DUTIES

1. Purchase all food, supplies, and equipment for the cafeteria.
2. Orders accordingly and within budget.
3. Plan and check all menus for school meals and inform students, parents, and staff of the menus.
4. Plan disposition of government commodities as part of food service program and keeps accurate and timely records of such. Collects invoices upon receipt of commodities.
5. Ensure high standards of health and safety and to ascertain improvements where needed.
6. Confer with building principal on at least a monthly basis to ensure smooth operations and maintenance of the lunch programs.
7. Supervise in the planning, purchase, and preparation of any special events required for the district as directed.
8. Investigate and document any problems reported from the kitchen and/or cafeteria.
9. Prepare and maintain a list of substitute cooks.
10. Submit orders to appropriate vendors as needed.
11. Provide or arrange in-service training as needed.
12. Skillfully manages the food service fiscal and business activities.
13. Orient new food service staff, ensuring they will be totally familiar with school philosophy, personnel policies, and food service standard operating procedures.
14. Recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all food service employees of the Board as provided by law or by the policies of the Board, with such recommendation reported to the building principal and subject to his/her action.
15. Maintain communication with administrators, school personnel, students, parents/guardians and community.
16. Maintain an organized and efficient record keeping system and documents necessary information to comply with board policy and state/federal mandates.
17. Maintain confidentiality regarding all student-related issues.
18. Be involved in appropriate professional activities designed to promote personal/professional growth and to contribute to the advancement of his/her profession.
19. Ensure that cooks are testing prepared food by tasting and smelling it in order to ensure palatability and flavor conformity.
20. Investigate and resolve complaints regarding food quality, service, or accommodations.
21. Monitor food preparation methods, portion sizes, garnishing, and presentation of food in order to ensure that food is prepared and presented in an acceptable and safe manner.

22. Prepare modified menus for students with food allergies, diabetes, or other diet restrictions, maintain required documentation, and communicate with students and parents as needed. Instructs cooks on correct implementation of modified menus.
23. Conduct all the required communication to district families and to school staff regarding the federal free and reduced lunch program. Prepares, submits, and maintains all required reports and documentation of this program as well.
24. Monitor compliance with health and fire regulations regarding food preparation and serving and building maintenance in dining facilities.
25. Keep records required by government agencies regarding sanitation and food subsidies when appropriate.
26. Establish standards for personnel performance and conduct or supervise yearly performance evaluations of food service employees.
27. Perform some food preparation or service tasks such as cooking, washing dishes, serving food, and charging students for lunch when necessary.
28. Record the number, type, and cost of items sold in order to determine which items may be unpopular or less profitable.
29. Arrange for equipment maintenance and repairs and coordinate a variety of services such as waste removal and pest control.
30. Establish and enforce nutritional standards based on accepted industry standards and federal/state guidelines.
31. Create specialty dishes and develop recipes to be used in the school lunch program.
32. Perform other duties as may be assigned by the Superintendent or Board of Education.

QUALIFICATIONS

High School Diploma (or GED) and three years of relevant experience in school nutrition programs.

1. Must complete at least 8 hours of food safety training either not more than 5 years prior to starting date or complete within 30 days of start date.
2. Must complete the required annual continuing education/training.
3. Must have a food service sanitation certificate up to date.
4. Must be familiar with quantity food preparation including equipment, recipes, etc.
5. Ability to understand and communicate basic oral and written instructions.
6. Basic understanding and experience with personal computer and programs.
7. Enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and pupils.
9. Ability to stand for long periods of time.
10. Ability to lift and carry up to 50 lbs.
11. Ability to push/pull up to 50 lbs.
12. Ability to communicate with students, parents and staff in a respectful/courteous manner

SALARY

To be determined

START DATE

To be determined

CONTACT

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