



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **FOOD SERVICE DIRECTOR**

Department/Section: Foodservice, Support

State Job Match: 342

Title of Immediate Supervisor: Superintendent of Schools

JOB SUMMARY -- This position facilitates the preparation and serving of attractive and nutritious meals to students in an atmosphere of efficiency, cleanliness, and warmth.

Task No. And DESCRIPTION

1. Procures all food supplies, government commodities, and non-food supplies needed to operate the food service program.
2. Solicits bids from vendors ensuring the highest quality and the lowest prices.
3. Coordinates the schedules and assignments of the food service staff, makes recommendations for hiring and firing.
4. Ensures complete compliance with all state regulations for food preparation, production, and serving prepares reports. Plans menus consistent with federal nutrition requirements.
5. Oversees the operation of the district food service central computer system.
6. Oversees the recording of all receipts and initiates appropriate billing; monitors delinquent accounts.
7. Coordinate special events/banquets requesting food service facilities and personnel.
8. Serves as liaison with the student council and community to foster a positive image and cooperation.
9. Operates equipment in a safe, proper, and efficient manner; maintains the highest standards of safety and cleanliness in the food service department.
10. Reports immediately to the principal or supervisor any student discipline problem or accident occurring in the kitchen or the cafeteria premises.
11. Records all deliveries and maintains a procedure for food rotation that ensures the highest quality of food served.
12. Records daily food use and compile all data to complete required state reports including monthly inventories, commodity inventories, and student and staff participation reports.
13. Assists with overall meal preparation: Breakfast, lunch and snack cart.

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The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: High school diploma. Post-secondary training in commercial food service preferred. Preference for experience in commercial food service. Child nutrition certification. Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: Six months.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Superintendent, supervises and coordinates the work of other foodservice staff.

WORKING CONDITIONS: Occasional extreme heat. Heavy lifting. This position is one in which you stand. Very physical position.

TERMS/CONDITIONS OF EMPLOYMENT: Salary and benefits determined by the School Board.

PERFORMANCE REVIEW: Annual evaluation by Superintendent of Schools.

Updated May 18, 2007

Updated December 10, 2012