

- Maintain the highest standards of safety and cleanliness in the kitchen.
- Inform the public, through the local press, of planned lunch menus on a weekly basis.
- Standardize as much as possible the size of portions served as related to lunch type.
- Provide assistance and suggestions for the preparation and serving of government surplus foods.
- Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
- Prepare food according to a planned menu and tested, uniform recipes, and determine if the finished product is of best quality both in flavor and appearance before it is served.
- Visit all lunchrooms and/or cafeterias frequently, observing that high standards of health and safety are maintained, and observing possible improvements in operations.
- Review and evaluate all requests and recommendations for purchase of new and replacement equipment.
- Consult, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
- Assist building principal and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
- Plan and work with student/administrative/staff advisory committees on meals, environment problems in food service.
- Administer personnel policies and evaluate cafeteria personnel annually.
- Enforce appropriate dress code for all food service staff (close toed, non-slip shoes, school uniform T-shirt or polo shirt, full length pants or jeans comfortable to move in).
- Standardize personnel policies, levels of cleanliness, health, and safety.
- Interview, screen, and recommend appointment of all food service personnel.
- Check all food service personnel time sheets.
- Report immediately to the building principal any problems or accident occurring in the kitchen or the cafeteria premises.
- Confer with the district superintendent regarding any personnel, accidents, equipment or facilities problems.
- Check all invoices for accuracy before presenting them to the business manager for payment.
- Make application for government surplus food for school cafeteria use and direct its distribution and transfer.
- Plan disposition of government commodities as part of the ongoing food service program.
- Report any faulty or inferior quality food which is received.
- Assist in the preparation of specifications and bid documents for equipment requiring such bids by law or Board policy.
- Keep patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program with the major emphasis on the student as a customer and learner developing learning opportunities in the food services for the student.
- Attend meetings and maintain professional growth through workshops, professional organizations, in-service programs and/or professional materials. Summer training will be required.
- Perform such other tasks as may be assigned from time to time by the superintendent or his/her designee.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

Preferred Education and Licensure

- High school diploma and such certification as may be required by Iowa statutes.
- Post high school training of not less than two (2) years or acceptable work experience.
- At least three (3) years training in food service and/or related areas.
- At least three (3) years of previous food service experience in a similar food service management position(s).
- Such other qualifications and alternatives the Board may deem appropriate and acceptable.

Knowledge and Skills

- Training and knowledge of nutrition needs for students and staff with insight to develop this knowledge into healthful menus.
- Hazard Analysis Critical Control Points (HAACP) knowledge desired.
- Knowledge of quantity food service regulation and techniques for preserving nutritional value.

- Experience using district food service equipment.
- Knowledge of appropriate business practices and accounting practices.
- Experience using computers.
- Ability to successfully complete tasks listed.

PHYSICAL REQUIREMENTS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance			X
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds		X	
Lift Over 50 Pounds		X	
Operate Motor Vehicle	X		

WORKING CONDITIONS

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Evenings	X		
Weekends	X		

TERMS OF EMPLOYMENT

- 186-day contract
- Salary and benefits to be determined by the board

EVALUATION

The Food Service Director will be evaluated by the Superintendent at least annually in accordance with law, board policy, and the preceding job description.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Rock Valley School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.