

South Tippah School District
Food Service Director
Job Description

Qualifications:

Bachelor's Degree and annual certification required by State Department of Education

Reports To:

Superintendent

Job Goal:

To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring

Duties & Responsibilities:

1. Interviews, screens and recommends appointments and supervises all cafeteria personnel
2. Administers personnel policies and evaluates cafeteria managers and cooks
3. Plans menus, purchases food and supplies for all schools in the district
4. Operates a program of cooperative purchasing among cafeterias, particularly for high-volume items such as bread, milk, ice cream and other grocery items
5. Prepares specifications and bid conditions for all items requiring such bids by law or board policy
6. Makes application for government surplus food for school cafeteria use and directs its distribution and transfer
7. Follows cafeteria accounting procedures in cooperation with the State Audit Department
8. Makes all applications for federal subsidies
9. Makes distribution of all federal funds to various school lunch programs
10. Reviews and evaluates all requests and recommendation for purchase of new and replacement equipment. Requests Board of Trustees' permission for major equipment purchases and disposals. Makes all necessary arrangements for writing specifications and advertising for bids, presenting information to the Board; and upon approval, purchase equipment
11. Reconciles bank statements and preparation of monthly reports
12. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health and safety are being maintained
13. Standardizes prices charged for lunch and breakfast meals including the price of milk
14. Assists principals and teachers in the instructional phases of the cafeteria program and in the classroom instruction units of work pertaining to nutrition
15. Keeps 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
16. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers
17. Prepares and administers the departmental budget
18. Prepares and distributes free and reduced applications and sends parents results of eligibility
19. Completes verification process yearly
20. Conducts in-service training sessions and food handlers meetings

21. Attends meeting required by the State Department of Education
22. Maintains repairs on equipment as needed
23. Prepares budget and operates Summer Feeding Programs

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____