

- QUALIFICATIONS:
1. One of the following minimum education standards:
 - A. Bachelor's degree or equivalent with academic major in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;
OR
 - B. Bachelor's degree or equivalent with any academic major and either a State-recognized certificate for school nutrition directors or at least one year of relevant school nutrition experience;
OR
 - C. Associate's degree or equivalent with academic major in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field, and at least one year of relevant school nutrition programs experience;
OR
 - D. High school diploma (or GED) and three years of relevant experience in school nutrition programs.
 2. Demonstrated experience and success in personnel management.
 3. Knowledge of cafeteria operation procedures.
 4. Present a willingness to keep abreast of the latest state laws and regulations dealing with school cafeteria operations.

REPORTS TO: Superintendent or designee and coordinates all full-time part-time and substitute cooks.

PERFORMANCE RESPONSIBILITIES:

1. Job goal is to organize and coordinate the cafeteria and food service system in the most efficient manner under the direct supervision of the Superintendent.
2. Works closely with the Superintendent or designee in maintaining an efficient cost accounting.
3. Compiles all data as directed by the Superintendent or designee for state reports.
4. Maintains records for extra and co-curricular cafeteria-related activities, including scheduling cooks for such events.
5. Maintains and completes monthly records.
6. Coordinates the routine maintenance in cafeteria equipment.
7. Assists the Superintendent or designee in notifying cooks of a change in school time schedule.
8. Makes arrangements for substitute cooks and certifies time sheets for services.
9. Recruits and/or maintains a list of potential full-time and substitute cooks.
10. Assists Superintendent or designee in establishing workshops and training sessions for cooks.
11. Prepares menus, purchase orders, etc., for typing and distribution.
12. Plans menus each month and assists Head Cooks if problems arise requiring changes or modifications.

13. Checks inventories periodically for accuracy, rotation, condition and proper storage.
14. Makes sure freezers and refrigerators are temperature controlled and that the temperature charts are kept up.
15. Costs items for sale and checks these figures quarterly for accuracy.
16. Completes annual indirect cost report.
17. Purchases food and supply items for all kitchens according to Treasurer's guidelines.
18. Assists Head Cooks in preparing Meal Production Sheets.
19. Orders commodities and reports inventory, etc.
20. Works with Treasurer in interpreting Management Reports.
21. Visits each kitchen twice a month to receive and give suggestions; checks on question, procedures, problems, meal patterns, storage, equipment, etc.
22. Handles inquiries from Head Cooks.
23. Acts as substitute cashier for lunch line as needed—primarily on junior high and high school levels.
24. Processes free and reduced-price lunch applications.
25. Runs Direct Certification process to certify eligible children for free meals without the need for applications.
26. Handles Sharing Information Forms which allows student fees to be waived under certain requirements.
27. Directs overall Food Service Budget to drive a positive yearly cash flow.
28. Performs all other duties and responsibilities as assigned by the Superintendent.

Work Duties/Environment may involve:

1. Regular use of hands and fingers.
2. Swift movement, lifting, carrying, and moving work-related supplies and equipment.
3. Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
4. Traveling to work assignments or meetings.
5. Working under time constraints and deadlines.
6. Regular involvement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch, and kneel.
7. Potential exposure to blood-borne pathogens, bodily fluids, blood, and communicable diseases.
8. Occasional interaction with aggressive, disruptive, and/or unruly individuals.
9. Working outside in inclement weather (occasionally).

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have received and reviewed a copy of this job description.

Employee Signature

Date

ADOPTED: 07/13/1981

REVISED: 04/23/1984

REVISED: 04/26/2021