

Farragut Community School District
Job Description
Food Services Director/Head Cook

Immediate Supervisor: Superintendent

Evaluation Supervisor: Superintendent

Position Overview:

To organize and supervise the preparation and serving of quality food to students. Responsible for all aspects of food production, operating the program within State and Federal guidelines regarding sanitation, food cost, and scheduling guidelines, and eligibility. The Food Services Director will manage the budget for the nutrition program.

General Description/Work Environment:

Inventory and Purchases

Performance Standards

1. Purchases and maintains an inventory of all foods, supplies, and equipment.
2. Provides for having all deliveries checked in and, where appropriate, dated.
3. Checks all bills and purchase orders for accuracy before presenting them to Nutrition Fund secretary for payment.

Records

Performance Standards

Records nutrition program accounts on the computer for students, staff, and faculty and deposits program receipts
Prepares and provides records for the school's auditors.

Inventory and Purchases

Performance Standards

1. Purchases and maintains an inventory of all foods, supplies, and equipment.
2. Provides for having all deliveries checked in and, where appropriate, dated.
3. Checks all bills and purchase orders for accuracy before presenting them to Nutrition Fund secretary for payment.
4. Participates in the application process for federal subsidies.
5. Make application for government surplus food for school cafeteria use, and directs its distribution and transfer.
4. Plans and oversees the preparation and serving of menus.
5. Informs the public, through the local press, of planned lunch menus on a monthly basis.
6. Plans and checks all menus for school lunches and special dinners.
7. Supervises the planning and preparation of any special meals required for district-sponsored events.
8. Standardizes as much as possible the size of portions served as related to lunch type.
9. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
10. Continuously checks that high standards of health and safety are maintained, and observes for possible improvements in operations.
11. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
12. Consults, as needed, on facility needs and maintenance.
13. Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.
14. Administers personnel policies and evaluates performance of cafeteria personnel.
15. Standardizes personnel policies, levels of cleanliness, health, and safety.
16. Assists district administration in hiring of all food service employees.
17. Checks all food service personnel time sheets.
18. 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.
23. Meets the requirements of the Department of Education and Federal government as it relates to lunch requirement standards, participant count procedure, free and reduced price lunch procedures, and others required to remain in the government subsidized program.
24. Requires, provides for, and encourages in-service education for employees.

25. Plans work schedules, arranges for subs when required, maintains employee time records according to Board Policy and/or employee contracts.

SUPERVISORY RESPONSIBILITIES:

All food service personnel.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All applicants must be a U.S. citizen.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) previous experience with large scale cooking and food preparation/serving. Completion of a sanitation course. Educational background in an area related to school food services, or complete Food Management Short Courses I, II, and III.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to communicate effectively while demonstrating appropriate sensitivity to the needs of others.

MATHEMATICAL SKILLS:

Ability to add and subtract six digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to pass an entry level aptitude test. Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time

constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

EMPLOYMENT TERMS:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Revised by the Farragut Board of Directors November 8, 2003