

TITLE: FOOD SERVICE DIRECTOR

- QUALIFICATIONS:**
1. Ability to work well with people.
 2. Ability to meet public and represent school system.
 3. Ability to lead other people and communicate effectively.
 4. Ability to be a team leader.
 5. Demonstrated aptitude for successful performance of the tasks listed below.
 6. Such alternatives to the above as the Board may find appropriate and acceptable.

CONDITIONS: Position is exempt from Civil Service laws under the provisions of R.C. 124.11 (3).

REPORTS TO: Director of Operations

SUPERVISES: All food service personnel

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

PERFORMANCE RESPONSIBILITIES:

		Exceeds	Meets	Needs To Improve	Does Not Meet
1.	<u>Interviews, screens and recommends appointment of all cafeteria personnel.</u>	1	2	3	4
2.	<u>Standardizes personnel polices, levels of cleanliness, health and safety.</u>	1	2	3	4
3.	<u>Administers personnel policies and evaluates all cafeteria personnel.</u>	1	2	3	4
4.	<u>Operates a program of cooperative purchasing among cafeterias, particularly for high volume items such as bread, milk and canned goods.</u>	1	2	3	4
5.	<u>Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.</u>	1	2	3	4
6.	<u>Makes application for government surplus food for school cafeteria use and direct its distribution and transfer.</u>	1	2	3	4
7.	<u>Standardizes cafeteria accounting procedures in cooperation with the Treasurer's office.</u>	1	2	3	4
8.	<u>Makes all applications for federal subsidies.</u>	1	2	3	4
9.	<u>Makes distribution of all federal funds to various school lunch and school milk programs.</u>	1	2	3	4
10.	<u>Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.</u>	1	2	3	4
11.	<u>Plans and supervises preparation and serving of menus at all schools.</u>	1	2	3	4

12.	Provides assistance and suggestions for the preparation and serving of government surplus foods.	1	2	3	4
13.	Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained.	1	2	3	4
14.	Standardizes as much as possible the size of portions served as related to lunch type.	1	2	3	4
15.	Standardizes prices charged for various types of lunches including the price of milk.	1	2	3	4
16.	Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units.	1	2	3	4
17.	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 food service program.	1	2	3	4
18.	Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.	1	2	3	4
19.	Administers the department budget.	1	2	3	4
20.	Responsible for all banking.	1	2	3	4
21.	Performs such other duties as required by the Superintendent.	1	2	3	4

APPRAISEE COMMENTS: (May be attached or included on the back of this page)

NARRATIVE: (General comments and reactions to goals should be described below. Suggestions for improvements should be given for all areas marked “Needs to improve” and “Does not meet”)

Commendations:

Suggestions/Recommendations:

EVALUATOR

TITLE

DATE

EVALUATEE

TITLE

DATE