



KISKI AREA SCHOOL DISTRICT
200 POPLAR STREET
VANDERGRIFT, PA 15690

POSITION TITLE: Food Service Director

LOCATION: Central Administration Building

REPORTS TO: Assistant to the Superintendent for Finance and Operations.

TERMS OF EMPLOYMENT: 12-month - Act 93 - Salary will be determined by the Board of Education.

PRIMARY FUNCTION: To effectively manage the food services program of the district, in compliance with both federal and state regulations and nutrition standards. Provide leadership, supervision, training, and coordination of all buildings' food services. Create an environment that produces a satisfying school experience as well as a professional image of the school while providing a well-balanced student breakfast and lunch program. Direct supervision over the entire Food Service staff, including both regular staff and substitute employees.

QUALIFICATIONS

1. Bachelor's Degree Required.
2. Level 3 or 4 SNA Certificate and/or School Nutrition Specialist (SNS) Credential Required.
3. Minimum of 1-3 years of experience in a food service environment, preferably in a School District.
4. Supervisory experience preferred.
5. Ability to articulate specific cost savings, procurement, and business strategies used to assist with the district's ongoing commitment to cost containment and operational efficiencies.
6. Demonstrated evidence of effective communication.

MAJOR RESPONSIBILITIES

1. Develop and implement a food service program that meets students' needs.
2. Personnel Management and Training.
3. Operational Policies and Procedures.
4. Financial Management.
5. Planning and Maintenance of Physical Facilities.
6. Sanitation and Safety.
7. Public Relations and Communications.
8. Other duties and responsibilities as assigned.

ILLUSTRATION OF KEY DUTIES

1. Provide appealing, nutritionally sound meals and à la carte items for students as cost-effectively as possible.
2. Assist in the establishment of the school food service program as a means of improving the health and nutrition of students.
3. Promote nutritional awareness whenever the Food Service Program can interface with the

district's educational programs.

4. Increase participation at all levels by improving food quality, seeking student and parent input, successful menu variation and planning, and emphasizing relations.
5. Maintain knowledge of current nutrition issues related to healthy children.
6. Develop and implement training programs for food service staff.
7. Manage the personnel aspects of the food service program.
8. Assist in establishing uniform personnel policies for school food service employees, salary schedules, benefits, and personnel evaluations.
9. Establish work performance standards based on job descriptions.
10. Administer pertinent personnel policies as authorized.
11. Establish training programs to ensure staff development, proper supervision, and consistent quality control across production, service, and safety.
12. Plan and implement work schedules.
13. Develop and recommend operational policies and procedures; monitor and implement once approved by the Board of Education.
14. Develop standard recipes and portions for food preparation and serving.
15. Develop specifications and quality standards for purchasing food, supplies, technology, and small equipment.
16. Develop procedures for properly receiving, storing, and distributing food and supplies.
17. Establish standards for food preparation and service, with an emphasis on creative appeal, maximum nutritional value, flavor, and efficient preparation under sanitary conditions.
18. Develop, monitor, and implement the school lunch program budget.
19. Operate a self-sufficient food service program that does not require any subsidy from Board funds.
20. Direct and maintain the Free and Reduced School Lunch, Breakfast, and Special Milk programs.
21. Maintain separate records of and effectively use all federally donated commodities.
22. Perform daily bookkeeping and recording functions, including State and Federal reimbursement.
23. Cooperate in establishing a financial policy permitting adequate, satisfying lunches at minimum cost to students.
24. Assist in developing and administering accurate accounting procedures and records for proper control and resource management.
25. Recommend and implement procedures for maintaining physical facilities required for food service programs.
26. Manage free and reduced-price meals and milk programs for all eligible students while meeting Federal and State requirements and protecting recipient anonymity.
27. Gather and maintain yearly accurate participation records for all free and reduced programs.
28. Responsible for all State and Federal reporting in conjunction with the District's Food Service Program.
29. Develop and maintain an inventory control system.
30. Prepare and submit monthly financial statements to the Director of Fiscal Operations.
31. Prepare other financial reports as necessary.
32. Cooperate in planning school food service facilities, layouts, and selecting large and small equipment and furnishings.
33. Keep informed of new developments in equipment that will improve and upgrade the food service program.

34. Assist in establishing and maintaining records necessary for proper control of equipment and supplies.
35. Instruct personnel in the proper use and care of equipment and supplies.
36. Cooperate with custodial and maintenance departments in planning for equipment care, maintenance, and proper cleaning of food service areas.
37. Develop and implement sanitary and safety standards covering housekeeping, preparation, storage, employees, and equipment.
38. Maintain high standards of sanitation and safety in all phases of the school food service program.
39. Comply with all local and state sanitation requirements and maintain a working knowledge of health laws and regulations.
40. Communicate to the Board of Education, school staff, and residents on matters related to the food service program.
41. Maintain appropriate rapport with students, teaching staff, school administrators, and community groups.
42. Develop printed matter and audio-visual aids, including public information materials and instructional manuals for personnel.
43. Maintain current knowledge and review of all state laws, statutes, and school policies regarding food service programs.
44. Recommend policies compliant with state and federal statutes and keep administrators aware of mandated requirements.
45. Cooperate with the parents of children with special nutritional needs.
46. Perform other related tasks as required or directed by the Assistant to the Superintendent for Finance and Operations.

PHYSICAL DEMANDS & WORK ENVIRONMENT: Regularly required to sit, talk, or hear; frequently required to walk; occasionally required to stand and reach. Requires close, distance, and color vision. Must meet deadlines under severe time constraints, interact with the public, work irregular or extended hours, and handle multiple demands. Driving may be necessary. The work environment noise level is usually moderate.