

WASHINGTON SCHOOL DISTRICT JOB DESCRIPTION

FOOD SERVICE DIRECTOR and COOK

Title: Food Service Director and Cook

Qualifications:

1. Minimum of a high school diploma
2. Experience in food service preparation techniques.
3. Ability to lift and carry 50 pounds.
4. Ability to manage data sheets and inventory. Ability to determine appropriate pricing.
5. Per ED 306.11, "all food service employees shall within their first year of employment obtain a certificate of completion for an approved sanitation course."

Reports to: Leadership Team or Principal

Job Goal: To enhance student wellness through the direction of planned, nutritional meals with an emphasis on nutrition education. To enhance student achievement through preparation of planned, nutritional meals served in a pleasant, sanitary manner.

Performance Responsibilities:

1. Menu planning in accordance with guidelines. Type monthly menu to go home and to be placed on the website.
2. Prepare, serve and clean up from lunch on a daily basis.
3. Maintain the highest standards of safety and cleanliness in the kitchen following the New Hampshire Sanitation Code.
4. Oversee, prepare and inventory breakfast cart program.
5. Record student accounts accurately and confidentially.
6. Demonstrate accurate accounting procedures and complete daily cash sheets and monthly federal sheets.
7. Oversee and serve fresh fruits for snack when WES qualifies for the Fresh Fruits and Vegetable Program.
8. Exercise inventory control including monthly record keeping, supervision of stock rotation, and placing orders.
9. Unpack items, inspect for damage and store according to established procedures.
10. Prepare food according to planned and tested recipes.
11. Assure food is of the best quality, appearance and temperature before serving.
12. Assure proper storage and or disposal of all unused food and supplies.
13. Purchase seasonally available produce and incorporate into the school menu.
14. Oversee the financial management of the Food Service Program, including costing of meals, prepare necessary information for the audit, annual budget development, controlling of expenditures, and overseeing of bank depositing. This will be done in collaboration with the Food Service Director at HDSD.
15. Responsible for the effective and safe operation of all program equipment, including overseeing maintenance contracting, emergency repairs, keeping documentation and equipment logs as necessary, and equipment replacement planning. Collaborate with the Building Maintenance Technician as needed.
16. Enforce all applicable State Food Service Program requirements, including nutritional requirements, reimbursement requirements, and required State paperwork (Inventory Sheets, Reimbursement Forms, Annual Food Service License, and Free and Reduced Forms).
17. Management of the Free and Reduced Meals process, including the application process, the determination process, the verification process, and the State reporting process.

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18. Follow summer cleaning and preparation schedule.
19. This job description is not intended to be all-inclusive, and employees will also perform other reasonably related duties as assigned by the immediate supervisor and other management as required.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.

Evaluation: Performance of these responsibilities will be evaluated in accordance with the approved administrative procedure for staff evaluation.

Contract: 200 days and 25 hours a week.

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