



**QUALIFICATIONS:**

- ◆ High school diploma and at least five years of school foodservice experience OR Bachelor's degree and certification in an Oregon state recognized food related field.
- ◆ Knowledge of dietary principles and practices related to school meal programs;
- ◆ Procedures and equipment used in preparation, cooking and serving food in large quantities; food values, proper food combinations and economical substitutions that may be made;
- ◆ Factors involved in menu planning and state laws and district policies pertaining to the national school lunch program; knowledge of budgeting and bidding procedures;
- ◆ Ability to maintain cooperative relationships with subordinate employees; and
- ◆ Have a First Aid card as requested by supervisor.

**REPORTS TO:**

- ◆ Superintendent

**JOB GOAL:**

- ◆ To promote a district-wide nutrition food services program which meets state and federal guidelines while providing healthy, appealing and nutritious meals.

**PERFORMANCE RESPONSIBILITIES:**

- Attends regularly;
- Notifies school/department when absent according to contract specifications;
- Adheres to arrival, rest periods and departure times
- Serves as a member of the Administrative Council
- Management and evaluation of kitchen and cafeteria operations.
  - a. Planning of menus, develops standardized recipes and portions, establishes standards for food preparation.
  - b. Responsible for obtaining quotes, ordering and inventory control.
  - c. Check all billings received for school nutrition program and approve for payment.
  - d. Complies with District, State, and Federal policies and regulations including completion of all required reports pertaining to the nutrition program.
  - e. To work cooperatively with building principals in organizing for smooth function of school cafeteria.
  - g. Coordinates special food functions as required.
- ◆ Cafeteria Personnel Supervision
  - a. Provides assistance and training of cafeteria employees.
  - b. Recruits and recommends the hiring, promotion, transfer, and termination of food service personnel.
  - c. Supervises and evaluates nutrition services personnel in accordance with school board policy.
  - d. Prepares job description and establishes staffing requirements.
  - e. Provides for employee training and professional growth and attends supervisor meetings when possible.
  - f. Arranges for substitutes.
- ◆ Ability to attend 15 hours of continuing education each year.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 50 pounds of equipment, and fine manipulation (i.e., keyboard).
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- ◆ 205 day position

**EVALUATION:**

- ◆ Performance of this job will be evaluated in accordance with the provisions of the School Board Policy on evaluation of administrative personnel.

I have received a copy of this job description

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date