



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Director of Food Services
- CLASSIFICATION:** Exempt Staff
- JOB OBJECTIVE:** Develop and maintain a quality and efficient food service program for the district
- REPORTS TO:** Business Administrator
- QUALIFICATIONS:** Must have a thorough knowledge of food serve laws and procedures. Wisconsin DPI GOALS certification and being Safe Serve certified are preferred. Associate's or Bachelor's degree in food service/management or related field is required.
- ESSENTIAL DUTIES:**
- Establish policies and procedures regulating district food service
  - Oversee the authorization of free and reduced applications to ensure that proper meal codes are being charged to families
  - Plan and develop menus to meet USDA and DPI requirements and guidelines while balancing student appeal and cost
  - Oversee family food service accounts, receipts to accounts, and coordinate collection
  - Manage, train, and evaluate employee staffing to assure that positions are filled with quality employees resulting in an efficient kitchen operation
  - Assure that the program is following state and federal laws and all regulations pertaining to school child nutrition operations
  - Prepare state and federal required food service reports
  - Supervise meal service to assure that meals, afterschool snacks, and catering are prepared and available in a safe and timely manner.
  - Plan and coordinate purchasing and inventory so that food and equipment is available on a timely basis

- Assist and coordinate with updates for the district food service webpage and social media marketing
- Plan and conduct student/staff/parent interaction resulting in positive working relations with students, staff, and parents.
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Participate in activities which contribute to the effective operation of the district

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:        October 2020