



# ANCHORAGE INDEPENDENT SCHOOL DISTRICT

11400 Ridge Road, Anchorage, KY 40223 - 502-245-8927

March 23, 2023

Position: School Food Service Director I  
Reports to: Superintendent  
Work Year: 220 Days/Year  
Salary Schedule: AISD Classified Salary Schedule - Grade XII  
Deadline for Submitting Application: April 24, 2023 or until filled

## **SCOPE OF RESPONSIBILITIES:**

The School Food Service Director I is responsible for overseeing the functioning of the food service program, ensuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement and record-keeping; and supervising and evaluating the performance of assigned personnel.

## **PERFORMANCE RESPONSIBILITIES:**

### General Management

- Oversee a districtwide food service program; analyze effectiveness, assure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Assign, schedule and evaluate food service personnel;
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents and community.
- Develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Consult with school principal, other administrators, parents and cafeteria staff to establish or revise operational policies; resolve problems involving food standards, labor costs and proper use of equipment and serving schedule;
- Conduct employee meetings to discuss and explain operating policies; plan and direct training programs for food service personnel.
- Perform related duties as assigned.

### Sanitation, Food Safety, and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate-employee safety regulations into all phases of the school foodservice program.

### Financial Management and Recordkeeping

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports; review time sheets, financial statements, operating reports, inventory and cost control records.

### Food Production.. Nutrition and Menu Planning

- Develop cost-effective menus that maintain nutrition integrity and meet all local, state and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.

### Procurement

- Prepare specifications for the purchase of food supplies and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements .
- Practices and procedures used in ordering, receiving, storing and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

#### ABILITY TO:

- Plan, coordinate and manage a food service program.
- Assure compliance with district, state and federal requirements relating to food service.
- Coordinate and supervise master menu planning.
- Train others in the preparation and serving of food in large quantities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.

- Meet schedule and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

School Food Service Direction I must meet the following minimum education standards:

- Bachelor's degree, or equivalent education experience, with academic majors in specific areas\*;  
OR
- Bachelor's degree in any academic major; and state recognized certificate for school nutrition directors; OR
- Associate's degree or equivalent educational experience, with academic major in specific areas,\* and at least one year of relevant school nutrition programs experience; OR
- High school diploma (or GED) and at least three years of relevant experience in school nutrition programs.

LEAs with less than 500 students: KDE may approve a candidate that meets the educational standards but has less than three years' experience.

\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

As prescribed in 702 KAR 6:045, the employee must complete the training course for certification of beginning school food service personnel. Pursuant to 7 CFR parts 210 and 235, at least 8 hours of food safety training is required within 30 days of the employee's start date, or no more than 5 years prior to starting. The employee must also complete mandatory training requirements annually.

**The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office at 502.245.8927**

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**Kelley F. Ransdell, Superintendent**

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