

SAINT AGNES

CATHOLIC SCHOOL

Food Service Director – Job Description

Purpose: The Food Service Director oversees the operation of the food service program, is an authorized representative of St Agnes Catholic School to the Kansas Department of Education (KSDE) and is responsible for compliance of St Agnes Catholic School with state and federal regulations and requirements related to the food service program. The Director will also serve as the Head Cook and Supervisor of all kitchen operations.

Reports to: Parish Business Manager

Qualifications:

1. High school diploma or equivalent
2. Experience in Child Nutrition Program, institutional food preparations and/or kitchen management
3. Personnel and management experience/skills
4. Verbal and written communication skills
5. Strong knowledge of Microsoft Excel, & Word, computer literate; Record-keeping and/or accounting skills
6. Working knowledge of safe food handling procedures and completions of KSDE's and the Kansas Department of Health and Environment's (KDHE's) food safety training requirements
7. Knowledgeable of Best Practice procedures on collection of lunch funds.

Essential functions:

1. Direct and administer school food/nutrition program to provide nutritious meals and safeguard the health of students, staff, and visitors
2. Ensure that all activities conform to school, KSDE, and community standards
3. Communicate effectively with school staff, students, and community
4. Support the philosophy and mission of St Agnes Catholic School
5. Provide leadership to cafeteria employees and volunteers
6. Keep accurate and timely records for St Agnes Catholic School and KSDE
7. Have knowledge concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use
8. Use professional discretion and observe procedures of confidentiality in managing staff and administering the program
9. Attend classes, in-services, and workshops as required

Physical Requirements/Environment Conditions:

1. Able to tolerate prolonged standing

2. Adequate physical strength to manually move, lift, carry, pull or push heavy objects or material
3. Capable of stooping, bending, and reaching
4. Able to concentrate in a noisy environment
5. Flexibility to work hours as required to fulfill duties
6. Able to drive (as needed) and to run errands

General Responsibilities:

1. Maintain the school's At Risk and Allergy Report for students at St Agnes Catholic School. Communicate effectively with Health Office and Principal to ensure students/families are aware of potential allergic ingredients for food items on menu and on the line each day
2. Publish a monthly lunch menu by the 20th of each month for the upcoming month. Email document to school secretary for publication to parents/students
3. Maintain integrity and accountability of the Child Nutrition Program (CNP) through compliance with all federal, state, and local regulations
4. Operate and monitor the CNP within established guidelines for a financial management system that provides a cost effective program of high integrity
5. Create an atmosphere that enhances employee productivity and satisfaction in the workplace
6. Assign work schedules and day-to-day assignments of specific job tasks
7. Hire and annually evaluate food service personnel and assist in salary determinations
8. Plan and provide menus that meet current nutritional standards and meal pattern requirements and that encourage participation
9. Assure that all supplies are on hand for the day's preparation before needed
10. Order and maintain adequate supplies of equipment, food, and non-food supplies
11. Develop purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, Holy Spirit's needs and nutritional objectives
12. When groceries are delivered, check in by visually counting each item, noting if specification was met, order was correctly filled and if quality of product is acceptable. Make corrections on invoice while the delivery personnel are still on site. Return items that do not meet specs
13. Provide an environment conducive to protecting the health and well being of the school's children through high levels of sanitation standards
14. Establish quality standards for the presentation and service of food
15. Establish and maintain schedules for maintenance of cafeteria equipment
16. Provide a safe environment for performance of work. Report any accidents in the kitchen to Business Manager and Principal in a timely manner
17. Cooperate with and assist KSDE child nutrition consultants during reviews of the CNP. Take action promptly and effectively implement corrective action
18. Maintain accurate time sheets for processing payroll as instructed each pay period
19. Responsible for coding, and preparing payment of all bills pertaining to the lunch program
20. Organize volunteer schedule and recruit new volunteers as needed each year
21. Train volunteers in proper food handling and sanitation

22. Work with Virtus Coordinator to ensure all employees and volunteers are VIRTUS trained and are current on monthly bulletins
23. Knowledge in the operation of the Cafe Terminal program beneficial
24. Responsible for maintaining the Wellness Policy and Standard Operation Procedures (SOPs) for St Agnes Catholic School.
25. Maintain lunch cards for all students. Provide year-end maintenance and ensure all students are promoted to the correct classroom for the upcoming year
26. Maintain and enter payments and collect balances due

Essential Functions of Authorized Representative:

1. Enter into any agreement with KSDE
2. Review and analyze meals to ensure accuracy
3. Prepare and sign program documents, program reports, and reimbursement claims pertaining to implementation and operation of the programs

General Responsibilities as a Cook:

1. Prepare food items to be served in planned quantities at stated lunch times
2. Know and practice basic principles of quantity food cooking
3. Practice proper operation of equipment to ensure safety and avoid damage to equipment
4. Clean and sanitize equipment properly
5. Follow recipes carefully; weigh and measure food ingredients accurately
6. Maintain clean work areas
7. Assist with service as needed using established portion control standards
8. Practice good personal hygiene and food safety