

School District of Lomira

Position Title: Food Service Director/Head Cook

Department: Food Service

Reports To: District Administrator

**Please send Completed Application, references, and resume to Mr. Bob Lloyd, District Administrator
School District of Lomira 1030 4th St. Lomira, WI 53048 or blloyd@lomira.k12.wi.us**

Essential Duties and Responsibilities

- Prepare and evaluate distributor bids for food product orders and equipment/supply purchases
- Ensure that all equipment in the cafeteria area is in safe working condition and obtain best quote and arrange for repair of equipment when needed
- Coordinate vendor delivery of food products and check against purchase order to ensure accuracy
- Review all invoices for billing accuracy and submit to Business Manager for timely payment
- Arrange the timely return of food products that do not meet specifications
- Maintain efficient inventory control on food/supplies/equipment by maintaining accurate historical records of quantities used
- Supervise storage and care of food and supplies
- Develop the annual food service budget in collaboration with the Business Manager
- Continually monitor food service meal numbers, revenue, and expenditures to avoid deficit spending
- Make appropriate meal price recommendations to Business Manager and District Administrator as needed
- Monitor state and federal regulations for updates regarding food service program operation
- Plan and direct all food preparation and serving according to state and federal regulations
- Develop a monthly menu of school lunch meals to be distributed to staff and students
- Provide for state nutritional standards for a reimbursable lunch
- Participate in school nutrition, food service planning, food safety and sanitation, and other food service courses as proposed by the Wisconsin Department of Public Instruction. Schedule participation, as required, for food service personnel in such courses

- Cooperate with and prepare for food service reviews by the Wisconsin Department of Public Instruction
- Cooperates with and prepares for health and sanitation inspections with Dodge County
- Ensure that food service personnel follow the Hazard Analysis & Critical Control Points (HACCP) safety program in place, including charting temperatures and following other safety procedures for food from delivery to serving and clean up
- Maintain charts and records for the HACCP safety program (Guidelines on DPI website)
- Oversee and coordinate the daily operation of the District's food service program, including supervision of food service personnel
- Approve food service personnel time sheets and maintains employee time records for submittal to Business Manager for payment
- Annually update food service personnel job descriptions
- Recommend the hiring and work required for food service personnel to the District Administrator as needed
- Create and enforce food personnel work schedules, and arrange for substitute workers when needed
- Train food service personnel on job duties and responsibilities, according to the rules and procedures of the HACCP safety program
- Administer performance appraisals to all food service personnel on an annual or biannual basis
- Regularly inspect the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- Maintain accurate daily, weekly, monthly and annual food service records that conform to federal/department guidelines and file all required reports by specified deadlines
- Monitor food production and service to assure that planned menus are followed and that menu substitutes comply with federal regulations
- Plan and prepares main entrees and assist in the baking
- Serve and replenish food in serving lines during school breakfast and lunch distribution, monitoring portion sizes
- Oversee and participate in the cleaning of the kitchen and related areas, as time permits
- The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the District Administrator

- Stay current with DPI state regulations and provide required training for kitchen staff

Education and/or Experience Required

- An Associate Degree in Food Service Management, or at least five years' experience in food service management/operations, or at least five years' experience in food service operations with a willingness to receive the required managerial training is preferred
- Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping and production schedules

Mental Skills Required

- Read and interpret documents (e.g. safety rules, operating and maintenance instructions, procedure manuals) and complete routine reports
- Communicate effectively, both in oral and written form, to establish and maintain effective working relationships with students, staff, school community, vendors, distributors, government agencies, etc.
- Create effective correspondence and speak effectively before groups of students and/or district
- Apply concepts of basic algebra and geometry to calculate figures and amounts (e.g. discounts, interest, commissions, proportions, percentages, area, circumference, fractions, volume)
- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Apply knowledge of current research and theory in specific field

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to carry objects, to reach above the head and to bend and reach below the waist to operate foot and hand controls, and to write. The employee must frequently lift and/or move thirty (30) to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, and depth perception
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District