

FOOD SERVICE DIRECTOR

Location: USD 237

Employment Type: Full Time

Job Type: Classified – Hourly

Posted Date: 3/25/25

Deadline: Until Filled

Hours Per Day: 8

JOB DESCRIPTION:

Smith Center School District is hiring a Food Service Director for the 2025-2026 school year. The food service director oversees the operation of the school nutrition program, may act as authorized representative to the Kansas State Department of Education (KSDE) and is responsible for compliance with state and federal regulations and requirements related to the school nutrition program.

QUALIFICATIONS:

- High School Diploma
- Experience in Child Nutrition Program or institutional food preparation and kitchen management
- Working knowledge of safe food handling procedures and completion of KSDE's and the Kansas Department of Agriculture (KDA's) food safety professional development requirements
- Working knowledge of safe food handling procedures and completion of USDA's Professional Standards requirement of at least 8 hours of approved food safety instruction not more than 5 years prior to start date **OR** completion within 30 days of director's start date
- Physical form on file after employment offer is made
- Positive people skills and personnel management skills
- Record keeping, math and accounting skills
- Ability to use computers
- Ability to interact with students and staff in a consistently pleasant manner

PROFESSIONAL RESPONSIBILITIES:

- Ensure Child Nutrition Program (CNP) compliance with all federal, state, and local laws, regulations and policies.
- Develop cost effective menus consistent with principles of good nutrition that meet all local, state, and federal guidelines and regulations for reimbursement.
- Order all supplies for the preparation of the daily meals and develop daily work schedules for each food service employee.
- Provide leadership to employees.
- Keep accurate and timely records for the school district and KSDE
- Each year, at least 12 hours of professional development. This required continuing education is in addition to the food safety instruction required of the Food Service Director in the first year of employment.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

- Prolonged sitting or standing
- Ability to concentrate in a noisy environment
- Flexibility in work hours as required to fulfill duties

BENEFITS

- District paid single Health Insurance premium
- Sick and Personal Leave
- KPERS