

## Food Service Director - Treynor CSD

Treynor Community School District is seeking candidates to fill our Food Service Director for the 2023-2024 school year. Qualified applicants will possess experience working in school nutrition services and/or food service industry. Additionally, preference will be given to candidates with experience working with reports and expectations of the Nutrition and Health Services Department of the Iowa Department of Education.

### Go to Teach Iowa and Submit the following:

- Letter of Application
- Resume
- Completed Job Application Form
- Three recent letters of recommendation
- Copy of all applicable college transcripts
- Closing date for applications of May 12, 2023

### **Direct questions to:**

Dr. Joel Beyenhof  
Superintendent  
712-487-3414

[jbeyenhof@treynorcardinals.org](mailto:jbeyenhof@treynorcardinals.org)

**Job Title:** FOOD SERVICE DIRECTOR

**Reports to:** Superintendent

**Status:** Full Time Position

### **Essential Functions:**

1. Assist with administering the departmental budget.
2. Purchase and maintain an inventory of all foods, supplies, and equipment.
3. Standardize cafeteria accounting procedures in cooperation with the district business office.
4. Standardize prices charged for various types of lunches, including the price of milk.
5. Plan and supervise the preparation and serving of menus at all schools.
6. Inform the public, through the school newsletter, of planned lunch menus on a monthly basis.
7. Plan and check all menus for school lunches and special dinners.
8. Supervise the planning and preparation of any special meals required for district-sponsored events.
9. Standardize as much as possible the size of portions served as related to government regulations.
10. Provide assistance and suggestions for the preparation and serving of government surplus foods.
11. Inspect school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
12. Visit all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observe possible improvements in operations to make sure governmental requirements are met.

13. Review and evaluate all requests and recommendations for purchase of new and replacement equipment.
14. Consult, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
15. Administer personnel policies and evaluate cafeteria workers.
16. Standardize personnel policies, levels of cleanliness, health and safety.
17. Interview, screen, and recommend appointment of all cafeteria personnel.
18. Check all bills and purchase orders for accuracy before presenting them to the business manager for payment.
19. Make all applications for federal subsidies.
20. Assist with quality and quantity control.
21. Assist with staff training in the cooks' area.
22. Assist with cleaning at the end of the day.
23. Assist in setting up serving line, replenishing and serving or working on the line.
24. Read menu and plan work to accomplish food preparation for the week.
25. Work with all staff on production problems and determining solutions.
26. Adjust recipes to produce desired quantity and quality.
27. Open and close kitchens or designate staff accordingly.
28. Assist with the administration of the total multi-unit food service operation in compliance with federal and state regulations relating to Child Nutrition Programs.
29. Function under the general direction of the Superintendent and in accordance with Board policies, objectives and procedures.
30. Assist with the development of objectives, policies and procedures for Food Service programs.
31. Plan, organize and direct the menu planning processes utilizing district's electronic system.
32. Maintain nutrient analysis records in compliance with federal and state regulations.
33. Plan, organize and direct menu planning for students with special dietary needs in compliance with federal and state regulations.
34. Establish specifications for food service food, supplies and equipment and approve all deviations from these specifications.
35. Assist with preparation and analysis of food service bids.
36. Promote nutrition education as an integral part of the food service programs.
37. Other duties as assigned.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to work in a standing and/or walking position for long periods of time.

1. Must be able to frequently lift and/or move up to 50 pounds efficiently.
2. Must be able to work in warm and cold conditions.
3. Must have manual dexterity to operate and handle equipment related to all aspects of food service tasks in a way that ensures safety while performing the duties of this job; the employee is frequently required to reach with hands and arms, stand, talk or hear, taste or smell, walk and use hands to finger, handle, feel or operate tools or controls.
4. Must be able to read, comprehend, and adjust recipes and directions.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is moderately loud.
2. The director of food service must have the ability to tolerate chemicals in commercial strength detergents and cleaning solutions.

**TERMS OF EMPLOYMENT:**

Salary and benefits are determined by recommendation of Superintendent with approval of the School Board

**EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of the Treynor Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.