**CLASS TITLE: FOOD SERVICE DIRECTOR (PART TIME) Page 1**

**BASIC FUNCTION:**

Schedule, conduct, evaluate and participate in auditing of free and reduced meals; assure compliance with National School Lunch program requirements; train food service personnel in the free and reduced meals application procedures; assist in the development of instructional and informational materials related to the assigned areas of responsibility.

**REPRESENTATIVE DUTIES:**

* Schedule, conduct, evaluate and participate in the auditing of free and reduced meals; assure compliance with National School Lunch program requirements; review procedures followed at each site and recommend changes as appropriate.
* Conduct operational program reviews; notify administrative staff of the audit and reviews of each site visited, audited and evaluated.
* Train food services personnel in the free and reduced meals application procedure and provide training.
* Develop, write and submit reports to principals and others staff.
* Advise food service personnel on approved collection procedures for meal services.
* Monitor responsibilities of food service employees.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Nutritional and operational requirements of the National School Lunch Program and related federal and state regulations.
* Record –keeping techniques

**ABILITY TO: Page 2**

* Schedule, conduct, evaluate and participate in the auditing of free and reduced meals.
* Assure compliance with National School Lunch program requirements.
* Meet schedules and time lines.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. A college degree and SNS (School Nutritional Specialist) is preferred.