



## **JOB DESCRIPTION**

### **JOB TITLE**

District Food Service Coordinator

### **FTE/HOUR ALLOTMENT**

1.0 FTE

### **REPORTING STRUCTURE**

**Reports to:** Seat-Based Director

**Supervises:** Food Service Staff

### **MISSION ALIGNMENT**

**Our Mission:** To grow environmentally literate, community-impacting learners of excellence.

**Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

### **DEPARTMENT/PROGRAM**

## **JOB SUMMARY/PURPOSE**

A school food service director oversees the operations of a school's food service program, ensuring it provides nutritious and appealing meals while adhering to regulations. This role involves managing staff, developing menus, controlling budgets, and maintaining high standards of food safety and hygiene.

## **STRATEGIC ALIGNMENT & EXPERIENCE IMPACT**

This position supports our strategic directions and contributes to creating positive daily experiences by:

### **For Students:**

- Supporting students to feel appreciated, understood, cared for, while assisting with their nutritional needs, healthy wellbeing and nutrition instruction
- Encourage students to do their best

### **For Staff & Community:**

- Supporting the overall operations and systems of the school through efficient use of time and resources
- Ensuring effective communication with families and community members through professional and necessary communication

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Key Responsibilities**

#### **Leadership & Communication:**

- Participate in leadership meetings as requested.
- Serve as the primary point of contact between school administration, MARSS administrator, parents and family
- Serve as the school contact for nutrition and healthy eating MDE and other state initiatives
- Communicate nutrition related information, initiatives and all necessary components
- Planning, organizing, and directing the overall operations of the school food service program, including lunch and breakfast programs.
- Creating menus that meet nutritional guidelines, considering student preferences, and managing the procurement of food and supplies.

- Hiring, training, supervising, and evaluating food service personnel
- Interacting with students, staff, and parents to gather feedback, address concerns, and promote the program.
- Communication and Interpersonal Skills: Ability to communicate effectively with diverse groups of people and build positive relationships.

### **Financial Management and Stewardship**

- Ensuring the program complies with all relevant federal, state, and local regulations, including those related to nutrition, sanitation, and safety.
- Maintaining accurate records of meals served, inventory, and financial transactions.
- Understanding of budgeting, cost control, and financial reporting.
- Food and Nutrition Knowledge: Familiarity with nutritional guidelines, menu planning, and food safety standards.
- Apply for and manage grants and other financial opportunities
- Problem-Solving and Decision-Making: Ability to identify and resolve issues related to food quality, service, or personnel.
- Organizational and Time Management Skills: Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
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### **Teacher Support:**

- Coordinate efforts with teachers and classroom for necessary nutritional education, supplies and meals when necessary. I.E. Field trips, student diet modifications, free food programs, summer food programs

### **Professional Development & Best Practices:**

- Stay current and educated with food service requirements, licensure, best practices
- Stay current with school initiatives and opportunities to promote quality, nutritional practices

### **Other Duties:**

- As assigned.

# CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Treating all families, visitors, and staff with kindness, understanding, and cultural sensitivity
- **Excellence:** Maintaining high standards of customer service and operational efficiency
- **Learning:** Continuously improving processes and staying current with school operations and technology
- **Integrity:** Handling sensitive information appropriately and maintaining honest, transparent communication
- **Community:** Creating a welcoming environment that promotes belonging and partnership with families

## REQUIRED QUALIFICATIONS

### Education

- Licensed and Certified Food Service Director
- Minnesota Certified Food Protection Manager Certification
- All pertinent educational opportunities

### Experience

- Two years of food service experience preferred

### Qualifications & Skills:

- Organized and attention to detail
- Customer Service Skills
- Promoter of program
- Team Player with entire school

### Personal Attributes

- Commitment to environmental education and community impact
- Excellent people skills and positive, welcoming demeanor
- Self-starter with ability to work independently
- Flexibility and adaptability in fast-paced environment
- Patience and empathy when working with families and students
- Discretion in handling confidential information

## PREFERRED QUALIFICATIONS

- Effective communication and collaboration skills with school team
- Ability to organize professional development sessions for food service staff
- Experience and/or training in food service management

## WORKING CONDITIONS

- Standard business hours 6:00-2:00 with extra time if needed
- Physical demands include standing, walking, lifting up and perhaps over 25 pounds
- Regular interaction with students, families, staff, and community members
- Multi-tasking environment with varying priorities throughout the day
- Kitchen and entire school work environment

## DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

## TERMS OF EMPLOYMENT

- **Contract:** 165 days with professional development and cleaning days
- **Schedule:** 8 hours per day; general business hours are 6:00 a.m. to 2:00 p.m.
- **Position Type:** In person
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace
- **Meeting Requirements:** Must attend all required staff meetings and professional development sessions
- **Delegation Structure:** Report absences to SB director to determine need for substitute commensurate with experience and qualifications based on teacher scale
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to [hire@crosslakekids.org](mailto:hire@crosslakekids.org).

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## APPROVAL SIGNATURES

Position Description Creator: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediate Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Approved Date:** \_\_\_\_\_