

**SILVER FALLS SCHOOL DISTRICT  
Job Description (Administrative Addendum)**

**Job Title:** FOOD SERVICE ADMINISTRATOR

**Reports To:** Superintendent or Designee

**Evaluated By:** Superintendent or Designee

**JOB GOAL:** To provide leadership as the administrative liaison to the school principals and food service staff throughout the district.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Appropriate Administrative License
2. Ability to meet the Essential Requirements as stated in the primary administrative assignment
3. Ability to assist school administrators and food service staff in the coordination of the district's food service program
4. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Provide leadership as the administrative liaison the school principals and food service staff throughout the district
2. Respond to parent or community questions as a step in providing due process to the district level for the food service program throughout the district
3. Assist in the coordination of the hiring and evaluation of the food service staff
4. Ensure district is in compliance with state regulations regarding the food service program and assist with the implementation of new regulations
5. Assist in the coordination of the fiscal responsibilities between the district office and the school buildings and the development of the budget for the next school year
6. Serve as the district liaison for ODE representative and assist in the development of the Food Service Application to ODE
7. Assist in the coordination and implementation of the free and reduced application process
8. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the School Board or Administration.
9. Maintains satisfactory attendance, as defined in District policy and regulations (G CBD/GDBD).

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Appropriate Administrative License
2. Possess a valid First Aid card if required

*[Addendum--Food Service Admin. -- cont.]*

- 3. Possess a valid Oregon Driver's License
- 4. Bloodborne Pathogens Training/Hepatitis B Shots Series Training if required

**PHYSICAL DEMANDS:** 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. (See addendum)

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of licensed personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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*signature*

*date*

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*printed name*

(January, 2006)