Jennings County School Corporation

Title: Food Service Director
Selected by: Superintendent
Evaluated by: Superintendent
Supervises: Food Service Secretaries, Cafeteria Managers and Cooks at all schools
Summary: Responsible for total Food Service Department operation

Education and Experience Requirements: Bachelor’s degree with and academic major or concentration in Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a related field, OR Bachelor’s degree with any academic major and a State recognized certificate, OR Bachelor’s degree with any academic major and at least 2 years of experience, OR Associate’s degree with specific major and at least 2 years of experience. In addition, must have completed at least 8 hours of food safety training with 5 years prior to the start date, or will complete within 30 days of the start date. SFA Directors must obtain food safety certification every 5 years.

Responsibilities:
1. Contact person for Indiana Department of Education
2. Ensures compliance with local, state, and federal regulations and policies
3. Submits NSLP Monthly Reimbursement claim to IDOE
4. Completes Annual NSLP IDOE Contract, Site Sheets, and all associated forms
5. Completes Annual Commodity Distribution Program IDOE Contract, Site Sheets, and all associated forms
6. Completes USDA IDOE Brown Box Commodity and Commodity Processing survey each year to pre-purchase USDA commodities.
7. Completes the USDA Paid Lunch Equity Tool to determine required lunch prices
8. Completes Revenue from Non-Program Food Tool as required to determine adult and ala carte pricing
9. Approves Free & Reduced Price Meals/TBR Assistance Applications – serves as JCSC Determining Official
10. Runs the USDA Direct Certification Process to approve students for Free or Reduced priced Meals and TBR Assistance monthly, as required by USDA.
11. Conducts Verification of households receiving benefits as required by USDA.
12. Develops, implements, and monitors USDA required HACCP food safety plan for department
13. Ensures that all schools are inspected by Health Department twice per school year as required by USDA
14. Develops school menus at all levels to ensure that all meals served are in compliance with USDA regulations
15. Develops and maintains production records for all menus and school levels as required by USDA
16. Ensures that all records and documentation pertaining to Child Nutrition programs are maintained as per USDA regulations.
17. Develops and maintains nutrition spreadsheets for all items served by department
18. Maintains department website with menus, nutrition information, USDA required documents, charge procedure, JCSC Wellness Policy and compliance evaluations, nutrition education for parents and students, etc.
19. Serves as JCSC Wellness Policy Committee Chairperson
20. Coordinates annual JCSC Wellness Policy evaluation and review for all schools
21. Recommends required JCSC Wellness Policy changes to Superintendent and School board as needed
22. Maintains and distributes current JCSC Wellness Policy and compliance evaluations as required by USDA
23. Conducts Monthly Cafeteria Manager Meetings
24. Ensures responsible financial management of federal, state, and local funds used to operate the Child Nutrition Programs.
25. Completes and reviews financial management reports with department AP Clerk/Secretary
26. Allocates and orders USDA Commodity products - weekly
27. Orders and processes receipts of Department of Defense Fresh Produce Program — serves as contact person
28. Completes process for USDA Commodity Processing contracts and bids - annually
29. Conducts dairy bid solicitation and approval
30. Conducts commercially purchased items annual bid/quote
31. Approves all food and non-food purchases for department – department AP Clerk/Secretary processes invoices
32. Ensures that all food and beverage items available to students during the school day are in compliance with USDA Smart Snack guidelines.
33. Develops and manages healthy classroom birthday snack packages for all schools.
34. Conducts equipment bid process and purchasing in compliance with USDA regulations as per JCSC procurement procedure
35. Ensures that all schools utilize an inventory management system
36. Conducts USDA IDOE required site reviews by February 1 of each school year
37. Ensures compliance with USDA Civil Rights regulations in the operation of the USDA Child Nutrition Programs at all schools
38. Participates in and documents IDOE and USDA required Civil Rights training as per IDOE and USDA Director requirements
39. Conducts USDA required Civil Rights training for all department staff.
40. Personnel – all aspects for department
41. Employee Training – conducts staff training as per USDA annual training requirements
42. Attends training and earns Continuing Education hours as per USDA annual training requirements for Food Service Directors
43. Maintains School Nutrition Association School Nutrition Specialist (SNS) Credential, and Level 4 Certificate – earns and documents required Continuing Education requirements on annual basis
44. Maintains Serve Safe Certified Food Handler certificate as required by USDA.
45. Maintains knowledge of computer software system used for department, point of sale, and student information
46. Trains and assists department staff and building secretaries on computer software system used for department
47. Other duties as required
See attached IDOE Appendix C: Knowledge, Skills, and Abilities Document, and Food Service Duties by Month document.

This position is responsible for being adept at using Skyward, Microsoft Word, Excel, Powerpoint, Gmail, Google docs, and all other computer programs associated with the Food Service Department operations for Jennings County School Corporation.

General: 1. Maintain appropriate appearance. 2. Ensure own regular and prompt attendance. 3. Effectively complete other job performance criteria as assigned. 4. Promote good public relations for the school district and community.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and experience: – Must meet USDA Professional Hiring Standards, which include an Associates or Bachelor degree in Food Service Management, Nutrition and Dietetics, Business, or a related field, in addition to at least 2 years of related experience and/or training, and School Nutrition Association Certificate status – Level 4 is preferred. Registered Dietician and School Nutrition Association School Nutrition Specialist Credentialing (SNS) status is preferred. Serve Safe Certified Food Handler status within 6 months of hire date must be attained, and maintained during employment.

Language skills: Ability to read and comprehend USDA Regulations, complex instructions, food order forms, short correspondence, and memoranda. Ability to consolidate food orders, and write correspondence using appropriate grammar and spelling. Ability to effectively present information in one-on-one and group situations to parents, vendors, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and multiply and divide with 10’s and 100’s, percentages, develop and analyze financial statements. Ability to perform operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

People Skills: Ability to conduct conversation and resolve issues regarding controversial subjects with patrons without loss of temper. Use language skills and tactics to placate angry patrons, parents, bus drivers, vendors, etc., without direct support from other personnel.
Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by the job include close vision, depth perception, and ability to adjust focus.

Work environment: 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. The noise level in the work area is usually moderate.