Franklin County Community School Corporation

Job Title	**Director of Food Services**			
Position Type	☒full time □part time	□certified ☒non-certified	□180 days □185 days □190 days □195 days □210 days	☒220 days □230 days □12 months □as needed

Job Purpose: The purpose of the Director of Food Services is to oversee to the operation of food preparation facilities, including the quality of the food that is offered at the facility.

Duties:

1. Perform all the responsibilities of any Cafeteria Manager during times when the Cafeteria Manager is unable to complete his/her duties.
2. Oversee the operations of each cafeteria in the Franklin County Community School Corporation.
3. Directly supervise and evaluate the Cafeteria Managers.
4. Plan all menus for all breakfast and lunch programs provided by the Franklin County Community School Corporation.
5. Consider all of the following when planning meals: U.S.D.A. guidelines, available commodities, student likes/dislikes, available storage facilities, availability of deliveries, availability of equipment, duplication of breakfast and lunch foods, and availability of labor.
6. Complete the state survey, by their deadline, in ordering poundage or raw commodities using the entitlement received.
7. Order commodities and establish quantity distributions for each school.
8. Compile daily, weekly, and monthly lunch sheets for all cafeterias that include the following information:
    a. record keeping of lunches served
    b. daily edit sheets for each school and program
    c. recording money taken in
    d. counting money and making bank deposits on a daily basis.
    e. working with cashiers to correct problems
    f. keeping change for cashiers' money boxes and the cash box.
9. Preparing for and completing the "Claim for Reimbursement" form online by the 10^{th} or 15^{th} of each month.
10. Preparing for and completing the Annual Financial Report form from the State.
11. Process all rebates available for the breakfast and lunch programs including the allocations from the State.
12. Prepare monthly Headstart and Title I statements.
13. Prepare monthly cafeteria reports for the Board of School Trustees.
14. Prepare and distribute monthly profit and loss reports for the Cafeteria Managers.
15. Compile and verify all invoices and statements, prepare claims for payment and present claims to the Accounts Payable Clerk.
16. Complete the annual internal review for each building as required by the State prior to February 1 of each school year.
17. Provide updated forms for the ISTEP Breakfast to the Cafeteria Manager, as needed.
18. Order equipment and supplies as needed.
19. Serve as the School Corporation's contact person for all food service salesmen for ordering, demonstrating, and evaluating food and related products.
20. Attend required meetings set up in accordance with Federal and State guidelines.

21. Resolves personnel problems involving cafeteria employees as they arise.
22. Communicate with all Cafeteria Managers to resolve concerns.
23. Compile all computerized free and reduced lunch lists and make appropriate reports to the cashiers.
24. Reconcile free and reduced lunch tickets with the list from the bookstores on a weekly basis.
25. Provide daily and weekly cash breakdowns to the Corporation Treasurer.
26. Verify eligibility for free and reduced lunch price recipients by November 15 of each year.
27. File summary of verified eligible recipients by December 15 of each year
28. Compile district Direct Certification letters required by the Indiana Department of Education. Send free or reduced letter for direct certification to parents in July. Also, send direct certification letters to each school before registration.
29. Prepare specifications for bidding as required by the USDA and the Indiana State Board of Accounts in February, with the bid opening in March.
30. Perform the following responsibilities during the summer months:
    a. Submit the annual financial report to the State by the July deadline each year.
    b. Prepare any claims to be paid and submit them to the Accounts Payable clerk.
    c. Prepare the State Contract for the breakfast and lunch program and submit.
    d. Prepare and sign Headstart Contract.
31. Prepare and run copies for free and reduced lunch applications in June.
32. Prepare information regarding free and reduced lunch for publication in the "Back to School" issue of the local newspaper.
33. Prepare all forms including inventory, medical, costing and payroll forms and records prior to the August Cafeteria Managers' meeting.
34. Ready all cash registers for proper operation.
35. Conduct the Cafeteria Managers' meeting prior to the beginning of each school year.
36. Perform all other duties as assigned by the Superintendent of Schools.

Skills/Qualifications:

1. Shall hold a high school diploma or equivalent.
2. Shall hold a Bachelor's Degree with specific major; or Bachelor's Degree in 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.
2. A background in the food service industry is preferred.
3. Working knowledge of nutrition.
4. Competencies in technology and budgeting.
5. Shall possess appropriate skills in written and oral communication.
6. Demonstrate the ability to supervise other employees.

Evaluated by	**Superintendent of Schools**
Probationary Period	**1 year: The employee shall be evaluated annually.**