

Central Office Job Descriptions

Director of Food Service

Accountability Supervisor

Application Specialist

Central Office – Supervisor's (3)

CEP Support – Part Time

SOUTH BEND COMMUNITY SCHOOL CORPORATION

MAY 15 2009
BUILDINGS & GROUNDS

JOB DESCRIPTION

POSITION TITLE: Director of Food and Nutrition Services

GENERAL CHARACTERISTICS:

Reports to: Executive Director of Facilities Management
FLSA Status: Exempt Salary Position
Term of Employment: Twelve month work year. Salary in accordance with recommendations established by Superintendent of Schools as approved by the Board.

BASIC FUNCTIONS:

Plans, organizes, and directs all aspects of the School Corporation's Food and Nutrition Program in order to meet the nutritional needs of our students. Performs functions common to all administrative and supervisory roles including personnel management, financial management, long range planning, and working in a collaborative manner with Administrators at the corporate and individual school level. Manages the Food and Nutrition Department's central office staff who ensure that, on a daily basis, all aspects of food preparation and delivery are accomplished in a safe and sanitary manner. Leads the Food and Nutrition Department in a manner consistent with policies and administrative rules established by the Board of School Trustees and regulations that have been promulgated by Federal, State, St. Joseph County, and City of South Bend governmental agencies.

ESSENTIAL FUNCTIONS:

1. Manages the Food and Nutrition Field Coordinators to ensure the nutritional needs of the School Corporation's students are satisfied on a day-to-day basis. Plans and supervises the preparation and serving of menus at all schools and designated food distribution sites. Plans menu adaptations for students with special needs.
2. Works with the Food and Nutrition Central Office staff to develop long and short term goals for the Child Nutrition Program. Implements a customer-focused program that focuses on satisfaction and value. Establishes nutritional quality standards for the Child Nutrition Program, specifically with regard to presentation and service.
3. Implements the policies and procedures of the Board of School Trustees, the United States Department of Agriculture, and the State of Indiana Department of Education Child Nutrition Programs. Complies with the kitchen and food sanitation practices established by St. Joseph County and the City of South Bend, Indiana.
4. Responsible for the recruitment, recommendation for hire, placement, training, supervision, and evaluation of all personnel in the Food and Nutrition Department.

Develops job performance standards, identifies relationships of positions, and provides for performance improvement of the staff. Coordinates and implements all initiatives, promulgated by the Human Resources Department, with all employees in the Food and Nutrition Department.

5. Ensures appropriate nutrition and financial records are maintained in accordance with Federal and State of Indiana "Board of Accounts" guidelines. These records include profit and loss reports, monthly inventory of food and commodities, monies on account, and accounts payable/receivable. Establishes sufficient internal controls to ensure proper financial accountability.
6. Reviews monthly participation and profit/loss reports to monitor financial operations of the school nutrition program; prepares annual financial reports for the Indiana State Board of Education. Collects sufficient information to create annual budgets and to track financial performance at periodic intervals; allowing for cost effective and efficient operations.
7. Responsible to ensure the food service staff is trained in programs and regulations relating to sanitation (ServSafe) and Hazard Analysis Critical Control points (HACCP) procedures.
8. Develops procurement guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, district needs, and nutritional objectives. Purchases, receives, stores, and accounts for food and supplies in accordance with governmental guidelines, and in cooperation with the School Corporation's purchasing department.
9. Procures and maintains food service equipment insuring cleanliness and proper storage. Monitors preventive maintenance programs and plans for replacement of equipment based on sound management practices. Works with architects and kitchen design consultants regarding building renovations and new construction.
10. Monitors health, safety and sanitation standards in all school kitchens in cooperation with the Buildings and Grounds staff, the State of Indiana Department of Public Health, and the St. Joseph County Health Department. Visits all lunch rooms and cafeterias as often as possible, checking that high standards of health and safety are maintained. Ensures that the resolution of maintenance and housekeeping matters are accomplished in an expeditious manner. Observes kitchen operations for possible improvements in operational processes.
11. Supports training of food service employees in the use of computer technology in order to improve individual school nutrition programs.
12. Supports the education of students and staff of the School Corporation in sound nutritional practices and ensures appropriate aspects of the Corporation's "Wellness Program" are implemented.

13. Works with the School Corporation's staff, building administrators, and parents of students to ensure that eligibility for Free/Reduced Priced Meals is well understood, and that data collection efforts in support of this program are efficient, effective, and timely.
14. Remains aware of current research and other information to determine health and nutrition related trends, food service management developments, and other issues that may affect child nutrition programs.
15. Performs related duties as required or assigned.

SPECIAL CHARACTERISTICS OF THE POSITION:

Minimum qualifications:

- Minimum of a Bachelor's Degree in Business, Foods and Nutrition, Dietetics, or Restaurant, Hotel, and Institutional Management. MBA Desired.
- At least five years of Child Nutrition Management experience.
- Credentials by the School Nutrition Association (SFNS Designation) considered a plus.
- Able to maintain an acceptable attendance record and is punctual.
- Demonstrated ability to work as an effective team leader.
- Basic computer skills to include keyboarding, knowledge of how to use Internet e-mail, word processing and spreadsheet applications.
- Excellent written and oral communication skills.
- Knowledge of cleaning chemicals and MSDS sheets.

Working Relationships:

- Must be able to balance requirements of the direct supervisor with needs of staff administrators, building principals, and members of other departments that directly support food service operations.

Working Conditions:

- Mental demands: calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting analyzing, planning, documenting, specifying, coordinating, implementing, and presenting.
- Physical Demands: sitting, standing, crouching, kneeling, reaching, climbing stairs, adjusting, connecting; lifting, carrying, and/or moving up to 40 lbs.; bending, keyboarding, pulling, pushing, balancing, writing, walking, and operating equipment.
- Environmental Conditions: mostly inside but can be exposed to extreme weather conditions if traveling, wet and/or slippery surfaces, exposure to air-borne

particulates, chemical irritants, biological exposure, exposure to communicable diseases, working around moving objects, and working alone.

- Must hold a valid driver's license and be able to drive to meetings or work sites before, during, or after the normal working day.

Evaluation:

- The Executive Director of Facilities Management shall complete an annual written evaluation covering the individual's effectiveness in handling the duties and responsibilities of the position. The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which annual action plans and job goals are met.

NOTE: This job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

I have reviewed, understand, and can fulfill the requirements of this position as described.



Accountability Supervisor

POSITION TITLE: Non-Certified Supervisor/
Level I Assistant to Director

**GENERAL CHARACTERISTICS
RECRUITED BY:** Food & Nutrition
Human Resource Facilitator

**WORKING RELATIONSHIP
REPORTS TO:** Director of Food & Nutrition

BENEFITS: Complete Package

AVAILABILITY: Immediate

SCHEDULE: 12 Month Position - Monday - Friday 7:30 - 4:15 pm

QUALIFICATIONS: Minimum of 3 years experience in the foodservice industry, same experience in school foodservice helpful. Two or more years of college. Must be able to understand the philosophy of the Food & Nutrition Department and the various programs provided including but not limited to, NSL, Breakfast and After School Snack programs. Accounting experience and word processing skills required. Must be able to communicate effectively to a diverse population, both orally and written. Must be able to work on multiple projects simultaneously. Must have own transportation and be willing to travel to different schools in the district whenever necessary. Must be able to perform budgetary tasks and to design spreadsheets for accountability.

PRIMARY FUNCTION: Administer all fiscal operations. Assist in Food & Nutrition Department office operations.

DUTIES AND RESPONSIBILITIES:

1. Complete monthly accountability report for the state.
2. Prepare computer spreadsheets for all funds (General Fund, Capital Projects Fund) listing expenditures and ending balance.
3. Process invoices for payment, paying from the appropriate budget. Enter expenditures into appropriate spreadsheet. Enter requisitions on AS/400 system with appropriate code. Record budget expenditures, and approve them on AS/400 system. Submit requisitions to Purchasing Dept.
4. Receive and sign for items received in the office. Order materials for the department. Maintain travel claims, professional leave and conference cost records. Make travel arrangements.
5. Identify and seek available state funding.
6. Maintain the time for all Central Office personnel and input on the payroll system.
7. Assist Director with special projects such as NSL compliance, board agenda items, and any miscellaneous requests made to the Director.
8. Maintain Department procedures. Ensure that procedures are consistent with Corporation Policy.
9. Schedule and monitor Director's appointments.

10. Prepare correspondence as directed by Director.
11. Supervise the secretary to the department and backup the position in the event of an absence.
12. Complete other duties that may be assigned by the Director.

POSITION TITLE: Food & Nutrition Application Specialist

SALARY RANGE: \$16.59 - \$18.09/hour

CONTRACT LENGTH: 12 Months

IMMEDIATE SUPERVISOR: Director

POSITION SUMMARY:

Coordinate, approve and maintain the meal & textbook application and the Software needed to perform these functions. Troubleshoot/Analyze hardware and software issues and recommend corrective action. Work closely with the IT department to ensure repairs are handled in a timely manner.

PRIMARY FUNCTIONS:

Maintain SBCSC information for WebSmartt, RocketScan, and department webpage. Work closely with Data Management to insure all information is exported and imported daily. Work with software vendors: School-Link Technology and Image One. Ability to train users on both hardware and software. Ability to communicate effectively and professionally with managers, co-workers, school personnel, parents and students.

QUALIFICATIONS:

Excellent Computer Skills.

High School Diploma.

Knowledge of current State & Federal Guidelines related to the meal and textbook application process and the NSLP.

PHYSICAL DEMANDS:

Must have the ability to stoop, bend and safely lift 40 lbs. Ability to work assigned regular schedule without restrictions.

WORKING CONDITIONS:

Must hold a valid driver's license and posse a reliable automobile. Able to travel between sites before, during, or after the normal working day. High noise area and temperatures that fluctuate with equipment use and outside weather conditions.

Works in standard office and school building environments. Must be able to work regularly scheduled hours. Must be able to handle stress.

POSITION TITLE: Supervisor I – Operations
Food and Nutrition Department
Administration Building

SALARY RANGE: \$17.62/hour

CONTRACT LENGTH: Monday – Friday (12months)

IMMEDIATE SUPERVISOR: Director of Food & Nutrition

PRIMARY FUNCTION: Assumes responsibility for operation of the NSB & NSLP. Supervise Cafeteria Managers, PPA's and CSA's personnel. Interview, select and assignment of Substitutes. Conduct annual site reviews and employee performance reviews.

QUALIFICATIONS: Minimum of 5 years managerial experience.
ServSafe certification (required).
School Nutrition Association member
Excellent computer skills
Effective leadership and oral/written communication skills.

PHYSICAL DEMANDS: Ability to lift 40 lbs. and stand for long periods of time.
Exposure to cold /heat from equipment, high noise levels, and odors from cleaning fluids..
Must be able to operate all kitchen equipment.

WORKING CONDITIONS: MUST possess a valid driver's license and a automobile in good working condition.
Travel required to assigned sites, conferences and workshops both in and out of state.
Works in standard office and school building environments.
Must be able to work regularly scheduled hours. Must be able to handle stress.

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POSITION TITLE: **Community Eligibility Provision Support (6)**

SALARY RANGE: \$10.50/hour

CONTRACT LENGTH: July 1 – October 31, 2017

IMMEDIATE SUPERVISOR: CEP Coordinator / Computer Application Tech / Director

DUTIES: Assists parents completing Meal or Textbook Applications.
Maintain schedule of appointments.
Ensure confidential of family and student information.

QUALIFICATIONS: Must have excellent interpersonal, communicate (both verbal and written), and organization skills.
Strong Computer skills is mandatory.

PHYSICAL ABILITIES: Occasionally lift, carry and move supplies up to 25 pounds.
Stamina to move between different school sites, sit, stand, or walk when needed.

CLOSING DATE: **Open until filled**

It is the policy of **SOUTH BEND COMMUNITY SCHOOL CORPORATION** to forbid acts of discrimination on the basis of race, color, religion, sex, marital status, limited English proficiency, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1991. (Educational Policy #1200)
Information about designated compliance coordinators and grievance processes may be obtained by contacting the receptionist at the Administration Building, 215 S. St. Joseph St., South Bend, IN 46601; phone 574-283-8000.

ADVERTISEMENT INTERNAL CANDIDATES ONLY

POSITION TITLE: **Customer Service Associate**