

**LAKE CENTRAL SCHOOL CORPORATION**

8260 Wicker Avenue, St. John, IN 46373

219/365-8507

**ADMINISTRATIVE VACANCY  
DIRECTOR OF FOOD SERVICE**

**April 9, 2019**

**I. Certification:**

Masters preferred, or Bachelors in Food and Nutrition; Dietetics; Restaurant, Hotel and Institutional Management, or related field

National certification in food service sanitation (ServSafe) certification required within 30 days of hire.

**II. Requirements:**

**Program Management and Accountability**

- Ensures the School Nutrition Program (SNP) is in compliance with all local, state, and federal laws, regulations, and policies.
- Implements the free and reduced price meal program in a manner that protects and preserves the civil rights of all students.

**Facilities and Equipment Management**

- Evaluates the projects facility and equipment needs for the SNP.
- Coordinates maintenance and repair of equipment and food preparation facilities.

**Financial Management**

- Monitors the SNP's (optional CACFP, SFSP, FFVP) use of federal, state and local funds to ensure they are used only for allowable purposes.
- Manages the SNP (optional CACFP, SFSP, FFVP) using appropriate financial management techniques.

**Food Production and Operation Management**

- Develops procedures to ensure the food production system provides safe nutritious foods of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Establishes, implements, and evaluates policies and procedures for quality standards and quantity control.

**Food Security, Sanitation, and Safety**

- Develops, implements, and monitors the required USDA food safety plan.
- Ensures each school is inspected bi-annually by the Department of Health.
- Establishes procedures to ensure food is prepared and served in a sanitary and safe environment.

**Customer Service, Marketing, and Communication**

- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.
- Develops specific marketing plans geared to students, parents, teachers, administrators, support staff, and /or the community.

**Menu and Nutrition Management**

- Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Integrates USDA Food(s) into menus.
- Assesses customer preference, industry trends, and current research to plan menus that encourage participation in the SNP (optional CACFP, SFSP).

### **Human Resource Management**

- Implements personnel policies and procedures for the SNP (optional CACFP SFSP) in compliance with local, state and federal regulations and laws.
- Develops job performance standard that provide for performance improvement.
- Develops methods for hiring, training, and evaluating personnel that recognize education, experience, performance, and certification.

**III. Work Schedule:** 261 Days (12 months)  
**Start Date:** July 1, 2019

**Projected Salary:** \$75,761.00

### **IV. Method of Application:**

Submit application and resume on line at [www.lcsc.us](http://www.lcsc.us), Administration>Human Resources>Online Employment Application, select Administrative/Director/Supervisor then Director of Food Service (673)

Please direct questions to: Terry Mucha, Director of Human Resources  
tmucha@lcscmail.com 219/365-8507

**IV. Deadline for Application:** April 23, 2019

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.