

Job Description

Position Title: Food Service Director

Department: Home

Reports to: Dean of Students



Overall Responsibility:

- Coordinate an efficient and effective food service operation
- Demonstrate care and concern for students and employees. Implement the
- FCA mission statement personally and from the cafeteria viewpoint as well

Key Tasks and Responsibilities:

- Plan and analyze that the USDA Meal Pattern and nutritional requirements are met
- Maintain a purchasing system consistent with USDA guidelines
- Enforce federal and state regulations which apply to the lunch and breakfast program
- Oversee the free and reduced price meal program according to federal regulations
- Prepare, monitor, and administer the food service budget
- Recruit, select, train, schedule, supervise and evaluate all food service personnel
- Ensure sanitation and safety standards are maintained
- Remain informed of federal and state regulations and policies concerning the Child Nutrition Program
- Implement verification procedures to confirm eligibility for free and reduced meals by December 15th of each year
- Maintain all records pertaining to the CN Program for three years plus the current
- Verify the schools daily record of participation for Claims for Reimbursement and submit claims to the SFA by the 7th of each month
- Retrieve data from Pay Mode and post when reimbursed
- Develop and implement a viable financial management system which meets State and Federal regulations
- Ensure claiming of all commodities available to us, meeting all paperwork requirements
- Maintain a working relationship with MMI
- Notify the Office of Child Nutrition of any changes to the application/agreement, signature personnel, or operational changes that may occur during the school year
- Oversee overall cleanliness of cafeteria
- Water plants inside and out
- Oversee work crew boss/daily hostess
- Oversee 6 fulltime cooks and 2 part-time cooks and one manager

- Oversee the boys' dish pit and the hostesses program
- Daily receiving of complaints and suggestions (learning not to take personal, but improve where possible)
- Responsible for the planning and carrying out of special suppers and events
- Oversee the breakfast food box program

NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Ms. Margie Newman, Human Resource Director, at mnewman@frenchcamp.org or by phone at (662) 547-5282.