

Empowering Learners for Today and Tomorrow

**R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description**

Title: Food Service Director/Budget Analyst

Qualifications:

- High school diploma and at least three years of relevant experience in school nutrition programs (prior to July 1, 2015), Associate's degree and at least one year relevant school nutrition program experience or Bachelor's degree;
- Skilled in word processing and computer use;
- Able to work well with members of public and staff;
- Prior experience in food service and as a secretary;
- Effective oral and written communication skills;
- Working knowledge of office procedures, filing and operation of office equipment;
- References which indicate integrity, loyalty, trust and a history of keeping confidence;
- Ability to prioritize workload; and
- Such alternatives to the above qualifications as the superintendent may find acceptable.

Special knowledge/skills

- Knowledge of menu planning, food purchasing, and preparation of food in food service environment.
- Ability to manage budget and personnel
- Ability to coordinate nutrition services throughout district
- Strong organization, communication, and interpersonal skills

Reports to: Superintendent of Schools

Job Goal: To maintain a complete and systematic set of records of all financial transactions of the district and the School Nutrition Program (SNP); and to keep records, prepare reports, maintain statistics and provide other information as requested by the Superintendent.

Finance Department Responsibilities:

- **Accounts payable:** Process invoices, verify monthly vendor statements; answer questions from vendors regarding payments and the principals' office staff regarding purchase orders or the budget; and monitor expenditures & revenues.
- **Financial Statements:** Prepare financial statements for the board and superintendent, provide financial information and trial balances to the principals, buildings and ground supervisors and others, monthly, or as requested;
- **Reports:** Gas Tax Refund, and Gas used by plantations, and fees for building use; create invoices for tuition billing for tuition students; all SNP reports required by Federal and State mandates;
- **Forms:** Process State required forms, transportation reports, and gas forms; and ensure that the vehicles have insurance placed on them.

- **The Budget Process:** Provide budget information, as needed, for the superintendent, and administrators; work with team members to create budgets for the required warrant articles, utilizing past and present budget information; calculate revenues, balance forward, and total budget; analyze ED279; prepare budget presentations; assist the superintendent in presenting the budget to the communities; calculate town and state shares; prepare all paperwork for the budget process: warrants to towns, warrants for the district budget meetings, and ballots; ensure the towns receive this information in time for voting; communicate with the towns regarding their share of funding and answer any questions they may have; prepare annual budget booklet; and prepare documents for any special votes (i.e. capital reserve, fuel reserve).
- **Auditors:** Provide information to the auditors (monthly reports, receipts, invoices, etc.); work with them to ensure the audit goes smoothly, and help provide any other information requested.
- **Other Duties:** Process work permits; keep track of courses taken by employees, process third party billings; request drivers' records for transportation department; record mileage and gas used each month, and keep list of buses and VIN numbers. Provide backup for the payroll/finance manager; answer telephone and direct calls as backup for the administrative assistant to the superintendent; order all supplies for central office; review monthly reconciliation statements from the schools; issue building security codes to employees; general filing for accounts payable; keep abreast with current office technologies and practices; collaborate with staff to effectively analyze and solve problems and challenges; and perform other tasks as assigned by the board of directors, and/or superintendent of schools.

School Nutrition Program Responsibilities:

- Process all invoices and receipts
- provide accounting information to managers and auditors
- process deposit slips from the bank and verify that they are correct
- create warrants to pay all invoices for lunch program.
- Run all PowerSchool reports for program, run monthly and weekly reports
- Calculate costs and revenues of free, reduced, and full-pay learners
- Process all free and reduced lunch applications, maintain a district lunch status master list per state statute
- Create cards for all learners and replace lost or damaged cards
- Send out overdue lunch balance letters
- Troubleshoot any problems with PowerLunch
- Process state reimbursement
- Make cash deposits and enter deposits in PowerLunch
- Attend any necessary trainings as determined by the Superintendent
- Organize state required training hours for all SNP staff
- Facilities and equipment management (through proper use, care and maintenance)
- Review, approve and record food service personnel time cards
- Determine staffing needs and establish work schedules, job descriptions, and standards for food service personnel.
- Plans and supervises the preparation and serving of meals at all schools, making certain the foods served meet nutritional requirements of USDA programs, State rules and regulations, and school policies while considering meal cost, efficient use of USDA commodities and high acceptance among learners. Plans any special needs diets of learners.
- Provides leadership and training for continuous self-development and professional growth for food service personnel. Develops a comprehensive needs-based training infrastructure that enhances learning and improves job skills. Creates environment for employee productivity and satisfaction in the workplace.
- Interviews, screens, and recommends appointment of all food service personnel.
- Supervises all SNP staff and evaluate staff on a yearly basis.

- Maintains (integrity and accountability of SNP program through) high standards of health and safety using documented Standard Operating Procedures and regular inspection of facilities and operations. Maintains high levels of sanitation standards.
- Identifies program needs, establishes program and cost control goals, monitors program activities, and evaluates program effectiveness.
- Recommend meal pricing and policies to the Superintendent of Schools.
- Publicize and market planned lunch menus and nutritional information to promote interest in and understanding of the program. (customer service, marketing, promoting)
- Remain current and updated on relevant food issues, regulations, and school issues as they pertain to the food service department.
- Prepare and submit all state and federal applications and reports.
- Develops a systematic approach to address emergency and disaster situations.
- Communicates effectively with managers and administration.
- Provide leadership to support the nutritional and wellness initiatives with the school district.
- Establishes a comprehensive technology infrastructure to achieve the operational goals of the SNP program.
- Any other duties as assigned by the Superintendent

Work Schedule: Year-round

Evaluation: Evaluations shall be completed annually by the Superintendent of Schools.

Adopted: May 4, 2016