

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Mr. Joel D. Mahaffey



Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: June 27, 2023

Deadline to Apply: July 11, 2023

Position: Food Service Director

Starting Date: Upcoming School Year

Job Summary: Responsible for the supervision and coordination of the district food service department.

Qualifications:

- Bachelor's Degree in Food Service Management OR Associate's Degree in Food Service Management and at least 1 year of relevant food service experience OR 3 years of relevant food service experience
- At least 8 hours of food safety training within 5 years of start date or completed within 30 calendar days of the starting date
- Servsafe Food Safety Certification preferred upon hire or required after hire

Essential Functions:

- Capable of learning, applying, and ensuring compliance for all requirements of USDA federal meal programs
- Food Safety activities including: coordination of county food safety inspections; update and maintain food safety plan; and establish standards for receiving, storing, and inventorying food and non-food supplies
- Menu Planning activities including: planning menus that meet current USDA requirements; planning and accommodating special dietary needs; finalize and oversee daily production records; review participation trends and food item popularity; and identify competitive foods that may be sold to students
- Human Resource activities including: hiring, training, evaluating staff; monitor appropriate staffing; and track staff professional development hours including annual civil rights training
- Financial related activities including: submission of meal count claims for reimbursement; meal count daily edit checks; assist in the preparation of the Annual



Inspiring and Empowering Students to Succeed

Financial Report (AFR); complete and submit the annual Paid Lunch Equity Tool; complete the Revenue from Non-Program Food Tool; update and implement meal charging procedures; monitor the SNP's use of federal, state, and local funds; and work with business office to assist in all audits

- Administrative Review activities including: ensure compliance with all local, state, and federal laws, regulations, and policies; and implement corrective action for identified deficiencies
- General Program Requirements including: monitor agreement with IDOE and School and Community Nutrition for compliance; update, implement, and oversee wellness policy requirements; update and maintain the Child Nutrition Program web Sponsor Summary information; conduct routine on-site review of cafeteria; oversee the school catering program; maintain website; take advantage of professional development opportunities
- Promotes good public relations for the School Corporation and community
- High standards of quality for customer service, nutrition, dining atmosphere, and food integrity
- Management and leadership
- Excellent communicator, written and verbal
- Ability and interest in learning and utilizing technology
- Proficient in food preparation, presentation, purchasing, and menu planning
- Ability to create and maintain positive relationships with students, teachers, administrators, parents, and vendors.
- Other duties assigned by the Superintendent

Terms of Employment:

- Commensurate with experience
- 210 Day Contract

Posting Deadline:

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting a letter of interest, resume, three (3) current letters of recommendation, and college transcripts to: [Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772](mailto:hr@accs.k12.in.us) or email: hr@accs.k12.in.us.



Inspiring and Empowering Students to Succeed