



**JAC-CEN-DEL COMMUNITY SCHOOL
CORPORATION**
723 N Buckeye Street
Osgood, IN 47037

VACANCY NOTICE

POSITION: FOOD SERVICE DIRECTOR AND HIGH SCHOOL CAFETERIA MANAGER

APPLICATION REQUIREMENTS: Jac-Cen-Del Application
Extensive Background/DCS Check (upon hire)

JOB RESPONSIBILITIES: The food service director will be responsible for managing the high school cafeteria as well as serving as the district food service director. The following are some of the job responsibilities included in this position. Training will be provided for this position.

- Leader in hiring and training food service staff
- Maintains Food Safety Certification
- Assists with planning menus and ensures all breakfast, lunch, and afterschool snacks served to students meet current USDA requirements
- Assists with creating and implementing procedures to accommodate students with special dietary needs
- Assists with integrating USDA Foods into menus
- Monitors the district's agreement with the Indiana Department of Education, School and Community Nutrition to ensure the district complies with the provisions of the Child Nutrition Programs
- Conducts routine on-site reviews of all facilities
- Ensures the allocation of USDA Food is appropriately ordered, planned for use, and safely stored
- Meal counting and claiming
- Submits claims for reimbursement
- Conducts direct certification
- Processes and approves free and reduced applications
- Prepares and submits required annual financial report (AFR)
- Civil rights; then train staff
- Commodity survey
- Junior and senior dinners

SALARY: Determined by experience and qualifications

APPLICATION DEADLINE: March 22, 2024

POSTED: March 1, 2024

Applications can be obtained from the Central Office or downloaded from school website. Choose "non-certified" application.

Please direct your application information to:

Samuel Melton, Superintendent / Jac-Cen-Del Central Office / 723 North Buckeye Street / Osgood, Indiana 47037
Phone: 812-689-4114 / Fax: 812-689-7423 / E-mail: smelton@jaccendel.k12.in.us

The Jac-Cen-Del Community School Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.