

**CENTER GROVE SCHOOLS
BOARD OF SCHOOL TRUSTEES**

Date of Meeting

3/16/09

Administrator

Dr. Bill Long

Agenda Item

Action

Title

Center Grove Community School Corporation Food Services Re-organization

Recommendation

Recommend Approval

Background Information

After reviewing the Food Services study completed by Dr. Tim Jackson of the Educational Services Company, and a review of the organization of twenty-one (21) food services departments of surrounding schools, it is my recommendation that the Food Services Department be reorganized as follows:

1. Food Services Director
2. *Food Services Support Specialist
3. Secretary/Treasurer

*New position

This recommendation includes the creation of a new position titled Food Services Support Specialist, and it is my recommendation that our current director, Mary Ellen Sheehan be offered this position, and the position of Food Services Director be posted immediately. Attached is the job description of the Food Services Support Specialist.

The creation of this position allows for someone to be directly responsible for the training of staff in the proper food handling and preparation procedures, as well as someone to closely monitor the free and reduced lunch applications. It also frees the Director to focus on improving all other aspects of the food services specified in the study.

The salary for the Food Services Support Specialist would be Mrs. Sheehan's current salary plus three (3) additional days (210) at her per diem. The salary for the Director's position should be posted at a range of \$69,703 to \$80,292, which complies with the salary scheduled approved by the board, and well within the range seen in the 21 different food service departments.

ATTACHED:

Job Description – Food Services Support Specialist
Salary Comparison

CENTER GROVE COMMUNITY SCHOOL CORPORATION
4800 West Stones Crossing Road, Greenwood, IN 46143

TITLE: Food Services Support Specialist
CALENDER LENGTH: 210 Days
SALARY: \$45,210
LOCATION: Center Grove Community School Corporation Education Service Center
WORK SCHEDULE: Hours as Directed
REPORTS TO: Director of Foodservice
DATE: July 1, 2009

JOB GOAL

To manage and train staff in food handling, preparation, service, sanitation, safety, and storage in all building cafeterias. Ensure compliance with all HACCP procedures and ServSafe certification. Provide coverage in school cafeteria in the absence of a manager and possibly other areas if a substitute can't fill the position. Under the guidance of the Director of Foodservice, assist with Free and Reduced Application processing, verification and direct certification.

QUALIFICATIONS

High School diploma or equivalent.
Three-Five years of working as a cafeteria manager.
Possess good organizational skills and detail oriented.
Skills to prepare food in large quantities, maintain inventory control, use standard office equipment including computers.
Have excellent verbal and written communication skills to interact with students, parents, school administrators, cafeteria staff and public/private agencies.
Knowledge of federal and state laws, rules and regulations, and policies governing child nutrition programs.
Work independently with little direction.
ServSafe Certified.
Operate a motor vehicle.

KNOWLEDGE, SKILLS AND ABILITIES

Have the ability to work well with people and to organize and prioritize workload.
Have the ability to express ideas clearly and concisely, both orally and in written form.
Deal effectively with all managers, principals, district level staff, and employees.
Have the ability to teach, learn quickly and adapt to and implement change rapidly.
Knowledge of computers with extensive skills in PC based applications including the entire Office 2007 Suite and Skyward Student Information System Lunch Module or comparable.

PERFORMANCE RESPONSIBILITIES

1. Provide labor coverage at the school site, as needed, in the event of manager absence.
2. Staff training and coordinating the breakfast, lunch, programs, observes, trains and monitors the work of foodservice employees.
3. Assists in observation and resolution of personnel issues including vacancies, assignment of substitutes, evaluations and attendance.
4. Assist nutrition specialist in preparation of production records. Provide standards for quantity, quality and nutrition for food prepared and served.
5. Direct a comprehensive program of staff development for cooks, bakers, dishwashers and other foodservice assistants.
6. Develop and implement procedures to seek qualified foodservice manager candidates both internal and external. Groom potential candidates to become an effective manager when an opening becomes available.
7. Monitor record-keeping of the food services program to meet all requirements of governing agencies, including HACCP.
8. Under direction of the Director of Foodservice, process and verify free and reduced applications within 10 working days when received at the ESC.
9. Follow up with phone calls or letters to parents for verification of missing or incorrect information.
10. Notify all households in a timely manner of their free and reduced status as determined.

11. Assist with the printing of direct certification letters and verify mailing to households.
12. Provide interface between schools and parents regarding the feeding status of students.
13. File by number all processed applications.
14. Distribute forms and supplies to cafeteria managers. Order supplies from warehouse when needed.
15. Focus on improving customer satisfaction and quality control issues to increase revenue.
16. Monitor inventories, storerooms, freezers and coolers. Maintain cost effective food and supply inventories, receiving dates, FIFO, and all items off the floor in all schools.
17. Ensure HACCP controls and ServSafe standards are being followed and in place in all cafeterias.
18. Make sure HACCP binders are current.
19. Organize and coordinate training and in-services for HACCP with cafeteria managers. Assist managers in training other designated employees.
20. Assist with recipe testing, product sampling and upkeep of Foodservice Recipe Books. All recipes must be HACCP compliant.
21. Monitor use of standardized recipes in all schools.
22. Provide in-service and operations training for all cooks, bakers, salads, sandwiches and dishwashers.
23. Recommend to the Director of Foodservice the need for new equipment when necessary.
24. Process requisitions for needed equipment repair and maintenance through Foodservice Supervisor.
25. Work with individual employees on work simplification, establishing a daily routine and cross training in other areas to streamline operations.
26. Assist the Director of Foodservice with the verification process for meal benefits according to USDA requirements.
27. Assist the Director of Foodservice Data with updated applications and follow through with the mailing of information to families each summer.
28. Provide copies of free and reduced meal applications to all schools.
29. Conduct mock inspections in schools to help prepare for state audits.
30. Assist in organizing and planning yearly ServSafe Class and Foodservice Workshop.
31. Provide outstanding customer service, and use positive interpersonal communicational skills.
32. Assist with catering and special functions when needed.
33. Perform other duties as assigned by the Director of Foodservice.