

## **Job Posting: Cafeteria Manager**

Qualifications: Required a minimum of three years of experience in school nutrition programs

Or

Bachelor's Degree in Nutrition (See Below)

Or

Associate's Degree (See Below)

Starting Salary: Contingent upon previous experience

Requirements: One of the following:

1. Bachelor's Degree or equivalent educational experience, with academic major in specific areas\*.
2. Bachelor's Degree in any academic major, and state recognized certificate for school nutrition directors.
3. Bachelor's Degree in any academic subject, and at least one (1) year of relevant school nutrition programs experience.
4. Associate's Degree or equivalent educational experience\*, with academic majors in specific areas, and at least one (1) year of relevant school nutrition programs experience
5. High School Diploma (or GED) and at least three years of relevant experience in school nutrition programs

\*-Specific major/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

Benefits-Single or Family Health Insurance

401 A and 403 B Annuity

Public Employee Retirement Benefits

Direct Dental Reimbursement

Vision Service Provider Eye Care Program

Long Term Disability Insurance

Accidental Death and Dismemberment Insurance

\$90,000 Term Life Insurance

Application Period: Wednesday, June 8, 2016 through Friday, June 17, 2016

Employment Period: July 1<sup>st</sup>

Application are available on request from the Bloomfield School District Central Office at:

500 W. South Street  
P.O. Box 266  
Bloomfield, IN 47424

**Application Requirements:**

1. Letter of Interest
2. Resume
3. Completed Application and Employment Questions
4. Expanded Criminal History Check upon employment
5. Employment Eligibility Verification (Form I-9)
6. Indiana Request for Child Protection Services (CPS) Check
7. Consent to drug screen upon employment
8. Bloomfield School District will check employment status with all previous employers

Bloomfield School District is an equal opportunity employer. Bloomfield School District does not discriminate in hiring or employment on the basis of race, color, sex, age, disability, religion, or national origin.

All applications and application materials should be addressed to:

Bloomfield School District  
Superintendent Dan Sighting  
500 West South Street  
P.O. Box 266  
Bloomfield, IN 47424

**REGULATION  
JOB DESCRIPTION – CAFETERIA MANAGER**

**1440  
Page 2 of 2**

- |                                   |   |
|-----------------------------------|---|
| Payroll                           | 8. Finalizes and approves all invoices and payroll for payment.   |
|                                   | 9. Prepares necessary information so that accurate records are in place.  |
| Planning                          | 10. Coordinates all activities relating to the provision of food service programs to students and school personnel.   |
|                                   | 11. Coordinates all activities relating to the provision of food service programs to students and personnel in all contracted programs outside the School District.   |
| Information                       | 12. Keeps informed concerning new food products, equipment, and processes in food handling and preparation.   |
| Personnel<br>Evaluation           | 13. Recommends and evaluates on an annual basis all personnel for employment, promotion, transfer, suspension, and/or dismissal to the Superintendent.  |
| Menu Planning                     | 14. Develops and implements (based on advice from cooks and students) system-wide menus.  |
| Daily<br>Activities               | 15. Manage and control all school breakfast and lunch food made available in all schools during the school day. Ensures all breakfast and lunch food items meet all nutritional guidelines for National School Lunch Program. |
| Student and Parent<br>Involvement | 16. Develops and implements programs for student and parent involvement in the food service programs.   |
| Faculty<br>Involvement            | 17. Develops programs, as requested by faculty members, about nutrition and the school food service program and presents these programs in the classroom.   |
| Personnel Salary<br>And Welfare   | 18. Make recommendations to the Superintendent regarding salaries, hours of employment, staffing changes, and benefits for food service employees.  |
| Other                             | 19. Performs other such duties as may be assigned.  |

**PRESENTED TO BOARD: 3/22/01**