

**West Lafayette Community School Corporation
Food Service Director Position**

Qualifications: (1) Must have the training, experience and ability to direct the total food service operation; (2) Must have knowledge of large quantity meal preparation, menu planning and completing state, federal and local reports; (3) Must have purchasing, strong human relations, communication and business management skills; and, (4) Must meet any additional qualifications set by the school district.

Chain of Supervision: Reports directly to the Superintendent of Schools or designee. Supervises food service personnel.

Duties and Responsibilities: The Food Service Director shall be responsible for food service related business and personnel management. He/she shall be responsible for supervising, coordinating and directing the work duties of all food service personnel, including providing evaluative input to the building principals, and the preparation and distribution of meals in the district. He/she shall make sure the district's program complies with local, state and federal agency requirements, and complete all required reports and operate the program in a businesslike manner. He/she shall coordinate building use with the building principals. He/she shall:

1. Be responsible for the preparation of monthly menus.
2. Be aware of and comply with Indiana Department of Education (IDOE) mandates.
3. Be responsible for the cleanliness and proper storage of all equipment and the proper handling, serving and storage of all foods.
4. Be responsible for the cleanliness of all kitchens.
5. Be responsible for keeping records and filing reports in connection with the school lunch program, as required by the school and state.
6. Arrange for substitutes when food service personnel are absent.
7. Be responsible for the purchase of food commodities.
8. Be responsible for evaluation of food service personnel.
9. Coordinate the use of food service department facilities and/or equipment by staff or outside groups.
10. Obtain bids from vendors for the procurement of food, equipment and services needed for the department and make recommendations regarding which bids/proposals are in the overall best interest of the department and the school district.
11. Manage the food service department in an efficient manner while following District budgetary guidelines.
12. Perform any and all other duties prescribed by the District Administrator or Board.

A competitive salary commensurate with experience will be offered. To be considered for this position, please apply online at www.wl.k12.in.us/employment/emp-info. Please include a cover letter, resume, and at least 3 recent letters of recommendation with your online application.

Questions can be addressed to:

Abby Weiderhaft
Curriculum and State Reporting Admin. Asst.
West Lafayette Community School Corporation
weiderhaft@wl.k12.in.us
765-269-4003