

FOOD SERVICE DIRECTOR

Food Service Director Requirements (check if all apply)

Meets the Professional Development hiring requirements
Maintains Food Safety Certification
Receives 12 annual training hours

Human Resources (check if all apply)

Hires, trains, manages, and evaluates food service staff
Finds suitable subs or assists in the kitchen, if short staffed
Tracks food service staffs professional development hours including annual civil rights training

Menu Planning (check if all apply)

Plans menus and ensures all breakfast, lunch, and afterschool snacks served to students meet current USDA requirements
Creates and implements procedures to accommodate students with special dietary needs
Integrates USDA Foods into menus
Finalizes and oversees daily production records
Reviews participation trends and popularity of food items

Food Safety (check if all apply)

Contacts County Health Department to request two food safety inspections at each site
Updates and implements HACCP (Food Safety) Plan
Establishes standards for receiving, storing, and inventorying food and non-food supplies

General Program Requirements (check if all apply)

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
Updates, implements, and oversees wellness policy requirements
Updates and maintains the Child Nutrition Program web (CNP web) Sponsor Summary information each program year
Identifies competitive foods that will be sold to students during the school day
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 (check if all apply)

Submits claims for reimbursement
Performs daily edit checks

Administrative Review (check if all apply)

Ensures the SNP is in compliance with all local, state, and federal laws, regulations, and policies
Implements corrective action, when needed, to address any deficiencies identified within the SNP

Free and Reduced Meal Benefit Process (check if all apply)

Conducts Direct Certification
Distributes household applications and parent letters to households
Processes and approves free and reduced applications
Conducts verification
Completes and submits verification summary report

Procurement (check if all apply)

Meets program compliance requirements for procurement of all food, supplies, and equipment for the SNP (if applicable, CACFP, SFSP, and/or FFVP)

Finance (check if all apply)

Prepares and submits required Annual Financial Report (AFR)
Completes and submits annual Paid Lunch Equity Tool (PLE Tool) and ensures paid lunch prices are in compliance with PLE requirements
Completes the Revenue from Non-Program Food Tool
Updates and implements the meal charging procedure
Monitors the SNP's (including, if applicable, CACFP, SFSP, and/or FFVP) use of federal, state, and local funds to ensure they are used only for allowable purposes

Effective July 1, 2015 sponsors must meet specific hiring requirements when filling the position of the SNP Director. The Ins and Outs of Hiring the School Nutrition Director Guide provides awareness of the USDA National School Lunch Program hiring and professional development requirements and assists school district agents with recruiting and hiring an SNP Director.