Fremont Community Schools

Indiana Performance Qualified School District

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Job Title: K-12 Cafeteria Director
Job Classification: Classified
Reports to: Superintendent

Position Summary

The K-12 Cafeteria Director is responsible for planning, organizing, managing, and supervising all district food service operations. The Director ensures students receive nutritious, safe, and appealing meals while maintaining compliance with federal, state, and local regulations. This position oversees staff, budgeting, purchasing, food safety, and daily cafeteria operations across all school buildings.

Qualifications

High school diploma required; associate or bachelor's degree in Nutrition, Food Service Management, Culinary Arts, or related field preferred.

- Previous food service or cafeteria management experience required.
- Knowledge of USDA school meal programs and regulations preferred.
- ServSafe Certification or ability to obtain certification.
- Strong leadership, organizational, and communication skills.
- Ability to manage budgets and operational systems.

Physical Requirements

- Ability to stand for extended periods.
- Ability to lift and carry up to 40 pounds.
- Ability to work in kitchen environments involving heat, noise, and fast-paced activity.

Work Environment

- School cafeteria and kitchen settings.
- Occasional early morning or special event hours may be required.
- Interaction with students, staff, families, and community members.

Primary Responsibilities

Program Management

- Direct and supervise all school food service and cafeteria operations.
- Plan, develop, and implement nutritious breakfast and lunch programs aligned with student needs.
- Ensure compliance with USDA, state, and local school nutrition program requirements.
- Develop menus that meet nutritional standards and student preferences.
- Maintain high standards for food quality, preparation, and presentation.

Leadership and Supervision

- Hire, train, supervise, and evaluate cafeteria staff.
- Provide ongoing professional development and training for food service employees.
- Promote a positive, respectful, and team-oriented work environment.

Financial Management

- Develop and manage the food service budget.
- Monitor revenues, expenditures, and cost controls.
- Maintain accurate financial records and required reports.
- Oversee inventory management and purchasing procedures.

Compliance and Food Safety

- Maintain compliance with health department regulations and food safety standards.
- Implement sanitation, safety, and cleaning procedures.
- Ensure all staff follow food handling and allergy safety guidelines.
- Prepare for and coordinate health inspections and program audits.

Operations and Logistics

- Coordinate meal production, service schedules, and distribution.
- Manage ordering, receiving, and storage of food and supplies.
- Maintain kitchen equipment and coordinate repairs or replacements.

Student and Community Engagement

- Promote healthy eating habits and nutrition education.
- Respond to parent, student, and staff concerns regarding food services.
- Support initiatives that increase student participation in meal programs.
- Maintain positive relationships with vendors, staff, students, and families.

APPLICATION PROCESS:

Interested applicants should submit a resume and cover letter to:
William Stitt, Superintendent: bstitt@fremonteagles.us