

MARCH 22, 2010

Dear Applicant:

Attached is an application for a classified staff position in North Bend Central Public Schools for the 2010-11 school year. The position you are applying for is K-12 Food Services Manager. The work year for this position will begin in August, 2010, and run through May, 2011. The contract year consists of a 180-day school year and 10 additional days prior to and/or after the school year.

The North Bend Central Public Schools operates a very successful food services program that serves students at NBC High School, North Bend Elementary School, and Prague Public Schools. An Site Manager/Cook is assigned to the elementary school. Five assistant cooks work in the school lunch program.

Expectations for this position include three major areas. First, the Food Services Manager is expected to operate an efficient school lunch program serving about 520 students each day at the three sites as well as a breakfast program currently serving about 115 students. This requires skills in planning meals, ordering supplies, supervising staff, and preparing large quantities of food. Second, the Food Services Manager will be expected to keep up with new federal and state regulations and nutritional trends to ensure that the North Bend Central Public Schools lunch and breakfast programs are as up-to-date and in regulatory compliance as possible. Third, the Food Services Manager is expected to be a nutrition educator, helping students to develop good nutritional habits through the lunch and breakfast programs.

The job description for this position includes:

- (1) The Food Services Manager is directly responsible to the Superintendent for the entire K-12 lunch program; the Elementary Site Manager is responsible to the Food Services Manager for that portion of the lunch program under her supervision.
- (2) Overseeing the satelliting of lunches to other school districts with which NBCPS has contracted.
- (3) Ordering and maintaining an inventory of food, supplies and equipment.
- (4) Preparing and serving meals in conformity with state and local requirements. This includes determining the amount of food to be cooked, size of servings, and maintains daily record of total used, cost, and participation.
- (5) Supervising the assistant cooks and arranging for substitutes as necessary.
- (6) Maintaining adequate records to meet state and federal requirements. These include financial, participation, and meal preparation records and such other records as may be required.
- (7) Maintaining the cleanliness and orderliness of the kitchen so as to meet state and federal requirements.
- (8) Recommending the purchase of equipment, supplies, and materials in order to meet the needs of the lunch program.
- (9) Meeting with the Superintendent on a regular basis regarding the needs of the lunch program and reporting immediately any accidents or problems.
- (10) Such other duties as the Superintendent or his/her designee may require.

The hours for this position are approximately nine hours per day with specific hours to be determined jointly by the Food Service Manager and Superintendent. Generally the workday starts about 6:00 a.m. Hours may vary slightly from week to week and actual time may vary slightly from day to day.

This is a salaried supervisory position which is exempt from the overtime provisions of the Fair Labor Standards Act. Salary will be based on background and experience and will be determined annually by the Board of Education. This position qualifies for the district's health insurance/cash-in-lieu options. The district makes contributions as required by law for Social Security and the Nebraska Public Employee Retirement system and provides disability and life insurance. Other working conditions include 10 days of paid sick leave/family bereavement leave per year accumulative to 50 days, and 2 days per year of paid personal leave accumulative to 4 days. Food service employees receive a free daily lunch and an annual allowance for slip resistant shoes. Other conditions of employment are outlined in the district's policies for full-time classified staff.

The selection process includes a written application and interview. Mail the completed application as soon as possible to James Havelka, Supt., North Bend Central Public Schools, P.O. Box 160, North Bend, Neb. 68649. Selected candidates will be contacted for an interview after applications are received. The candidate selected must be:

- (1) 18 years old or older.
- (2) Of good character and judgment as confirmed by references.
- (3) Able to work comfortably with children and adults.
- (4) Have an exemplary employment record.
- (5) Willing to abide by district policies and practices.
- (6) Completion of the Nebraska Department of Education food services manager training courses. The Superintendent may consider alternative forms of training and experience as initially equivalent to the NDE courses.

As with all school district positions, this job requires the ability to work patiently with children and adults and to coordinate activities with other school employees. This includes maintaining confidentiality.

Thank you for applying for the Food Services Manager position.

Sincerely,

JAMES P. HAVELKA,
Superintendent