



# Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D  
*Superintendent*  
*Secretary/Treasurer*

Melvin Lodge  
*President*

Glyna Kelley  
*Vice-President*

September 23, 2009

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## **NOTICE OF VACANCY AS OF ABOVE DATE**

Applications are being accepted for the following position:

**FOOD SERVICE FIELD MANAGER/  
COMPUTER OPERATOR**

**IBERVILLE PARISH SCHOOL BOARD**

Anyone interested in being considered for the above position should submit an application or resume' to:

**Paula Warner, SFS Supervisor  
Iberville Parish School Board  
58030 Plaquemine Street  
Plaquemine, LA 70764**

APPROVED BY: **Dr. P. Edward Cancienne, Superintendent**

QUALIFICATIONS: **See Attachment**

DATE OF EMPLOYMENT: **October 13, 2009**

DEADLINE FOR ACCEPTING APPLICATIONS: **October 7, 2009**

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

## **FIELD MANAGER/COMPUTER OPERATOR**

**GENERAL STATEMENT OF DUTIES:** Assists the Supervisor of School Food Service in the effective and efficient operation of all programs in the department. Reports to the Supervisor of School Food Service.

**DISTINGUISHING FEATURES OF THE CLASS:** The field Manager/Computer Operator works closely with the managers of each school lunchroom to ensure proper and timely reporting of all required paperwork, and to coordinate the operation of the computerized school lunch accountability program between the central office and the schools. The position also requires that the Field Manager/Computer Operator train other affected personnel in terms of record keeping and computer operation.

**EXAMPLES OF WORK:** (Illustrative only)

Verify requisitions, inventories and reports from all schools  
Operate the School food service computer programs for food inventories, orders, menu, etc.  
Requests commodities from the Department of Agriculture and issues to schools  
Maintains records of foods received and used in each school lunchroom  
Trains technicians to become future managers  
Develops techniques and work schedules for each school lunchroom  
Assists managers with record keeping and reporting  
Assists in training of managers  
Assist in conducting administrative reviews, edit checks, and analyzing program  
Document to ensure compliance with federal regulations  
Conducts in-service training on the computer system for all personnel  
Assists in menu planning and procurement  
Ability to serve as school cafeteria manager when a manager may be absent  
Assists with maintaining cost controls on individual school food service units  
Performs other job duties as assigned by the Supervisor of Child Nutrition

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the school food service computer system; ability to learn new school food service computer programs; possesses basic mathematical, reading and writing skills; ability to follow oral and written directions and instruction; ability to delegate effectively; ability to work well with others; ability to learn and follow National School Lunch and Breakfast Program guidelines and regulations.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Holding of a valid Louisiana certified cafeteria Manger certificate; at least three (3) years experience as a cafeteria technician or manager; possess a high school diploma or equivalent; an Associate of Arts or Bachelors Degree is preferred and may be used to substitute for the three (3) years experience.

**COMPENSATION:** Eleven (11) month employment at pay rate of 11/9 that of a food service Manager with Degree (Pay Grade 22). Should the school Board sponsor the Summer Feeding Program, the Field Manger/Computer Operator will serve as the monitor of the Summer Feeding Program during the twelfth month. Vacation will be allowed only in the case of 12 month employment. Work schedule is 7 hours per day.

Pay Grade **23** (\$29,212 – \$39,006)