

Rantoul City Schools District 137
Job Description

Position Title: Food Services Manager
Department: Food Services
Reports to: Director of Finance
FLSA Class: Exempt

Job Summary:

The District Food Services Manager is responsible for overseeing all aspects of the district's child nutrition programs — including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, Child and Adult Care Food Program (CACFP), and Seamless Summer Program — while also managing the acquisition, storage, inventory, and distribution of food, equipment, and supplies across the district. This position ensures operational efficiency, program compliance, and nutritional quality while maintaining safe and organized food service and warehouse operations.

General Qualifications:

- High school diploma or GED required; additional coursework or certification in food service management, nutrition, or business preferred.
- Minimum of 5 years of relevant experience in school food service management and/or warehouse supervision.
- Demonstrated success in food service supervision, inventory control, and federal meal program administration.
- Skills in communication, supervision, and organization highly preferred.
- Ability to work independently and maintain confidentiality.
- Strong business management and recordkeeping skills.
- Food service sanitation certification as required by the Illinois Department of Health.
- Ability to safely operate heavy equipment such as forklifts and district vehicles.
- Valid driver's license with a satisfactory driving record; forklift certification (or ability to obtain).
- Physical ability to lift and handle irregular boxes and materials.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Job Duties:

Program Administration & Compliance

- Oversee district-wide food service operations ensuring cost effectiveness, nutritional balance, and compliance with district, state, and federal regulations.
- Plan and review menus for NSLP, SBP, CACFP, Afterschool Snack, and Seamless Summer programs to ensure compliance with USDA regulations and dietary standards.
- Prepare and submit all federal and state reimbursement claims accurately and on time.
- Maintain records and documentation per federal, state, and local policies, including direct certification, participation, and audit files.
- Conduct annual on-site and internal audits for all food service sites to ensure compliance and claiming accuracy.
- Coordinate and conduct staff training sessions on HACCP, Civil Rights, Offer vs. Serve, and reimbursable meal requirements.
- Assist with development and implementation of the district wellness policy and related nutrition education efforts.

Food Safety & Operations

- Establish and monitor food safety programs for each site in compliance with HACCP standards.
- Inspect kitchens and cafeterias to ensure standards of sanitation, safety, and food quality are met.
- Confer with parents, physicians, nurses, and staff to accommodate special dietary needs.
- Ensure all facilities meet food safety inspection requirements through appropriate agencies (e.g., CUPHD).

Warehouse & Inventory Management

- Oversee acquisition, storage, and distribution of food, supplies, and equipment for all district sites.

- Verify accuracy of shipments and inspect received goods for quality and condition.
- Maintain an organized warehouse environment; rotate stock using FIFO (first-in, first-out) methods.
- Plan and direct standardization and warehousing programs for equipment and supplies.
- Utilize inventory management systems (e.g., Skyward) for tracking and reporting.
- Deliver food and supplies to schools in a timely manner using district vehicles.
- Manage warehouse operations during the absence of the Warehouse Coordinator and assist with non-food warehouse duties as needed.

Financial & Personnel Management

- Prepare specifications and review bids for food and equipment purchases; make recommendations as appropriate.
- Assist with departmental budget preparation, monitoring, and control.
- Oversee and approve payroll for food service staff, including substitute and hourly workers.
- Supervise hiring, training, evaluation, and scheduling of food service and warehouse personnel.

Promote teamwork, safety, and professional development within the department.

Mental Demands:

- Strong communication skills, both verbal and written.
- Ability to multitask, prioritize, and work under time constraints.
- Maintain composure and professionalism in stressful or high-demand situations.
- Regular standing, lifting, bending, and operating equipment as part of daily duties.
- Ability to work independently with minimal supervision and maintain confidentiality.

Working Conditions:

- Primarily school and warehouse environments with exposure to noise, food odors, temperature changes, and routine warehouse activity.
- Occasional outdoor work and operation of power equipment.
- Regular in-person attendance required.
- Potential exposure to communicable diseases and typical school environment hazards; appropriate precautions required.

TERMS OF EMPLOYMENT: 244 days. This position is administrative.

STARTING SALARY RANGE: \$63,000 - \$77,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support personnel.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	

Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Smell			X	
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds				X
up to 50 pounds				X
up to 75 pounds			X	
up to 100 pounds		X (team lift only)		
more than 100 pounds		X (team lift only)		

Approved: January 15, 2026