

<u>FUNDS</u>	<u>FUND</u>	<u>ESTIMATED RESOURCES</u>
Government Fund Types		
General	001	18,075,070.42
Emergency	016	1,251,171.99
Principals' Funds	018	51,877.76
Total General Fund		<u>19,378,120.17</u>
Debt Service		
Bond Retirement	002	790,818.88
Total Debt Service		<u>790,818.88</u>
Capital Projects		
Permanent Improvement	003	140,265.11
Total Capital Projects		<u>140,265.11</u>
Special Revenue		
Trust Fund	007	9,420.62
Local Grants	019	27,258.22
Classroom Facilities - Maintenance	034	69,200.00
Athletics	300	171,438.26
OneNet	451	8,100.00
State Grants	499	0.00
Race To The Top	506	0.00
Title VI B	516	336,977.95
Title I	572	540,751.04
Title VI-B Preschool	587	2,827.38
Title II-A	590	95,627.71
Medicaid	599	0.00
Total Special Revenue		<u>1,261,601.18</u>
Total Government		21,570,805.34
Proprietary Fund Types - Enterprise		
Food Service	006	972,464.54
Uniform School Supplies	009	0.00
Latchkey	020	18,550.00
Total Enterprise		<u>991,014.54</u>
District Agency	022	99,458.23
Student Activities	200	140,467.76
Total Fiduciary		<u>239,925.99</u>
Total FY 17 Estimated Resources		22,801,745.87

<u>FUNDS</u>	<u>FUND</u>	<u>Appropriations</u>
Government Fund Types		
General	001	13,929,949.48
Emergency	016	1,251,171.99
Principals' Funds	018	51,877.76
Total General Fund		<u>15,232,999.23</u>
Debt Service		
Bond Retirement	002	479,217.00
Total Debt Service		<u>479,217.00</u>
Capital Projects		
Permanent Improvement	003	98,072.89
Total Capital Projects		<u>98,072.89</u>
Special Revenue		
Trust Fund	007	9,420.62
Local Grants	019	27,258.22
Classroom Facilities - Maintenance	034	69,200.00
Athletics	300	171,438.26
OneNet	451	8,100.00
State Grants	499	0.00
Race To The Top	506	0.00
Title VI B	516	336,977.95
Title I	572	540,751.04
Title VI-B Preschool	587	2,827.38
Title II-A	590	95,627.71
Miscellaneous Federal Grants	599	0.00
Total Special Revenue		<u>1,261,601.18</u>
Total Government		17,071,890.30
Proprietary Fund Types - Enterprise		
Food Service	006	972,464.54
Uniform School Supplies	009	0
Latchkey	020	18,550.00
Total Enterprise		<u>991,014.54</u>
District Agency	022	99,458.23
Student Activities	200	140,467.76
Total Fiduciary		<u>239,925.99</u>
Total FY 17 Appropriations		18,302,830.83

<u>FUNDS</u>	<u>FUND</u>	<u>Appropriations</u>
Government Fund Types		
General	001	3,474,279.12
Emergency	016	289,133.08
Principals' Funds	018	7,996.50
Total General Fund		<u>3,771,408.70</u>
Debt Service		
Bond Retirement	002	129,077.00
Total Debt Service		<u>129,077.00</u>
Capital Projects		
Permanent Improvement	003	12,507.05
Total Capital Projects		<u>12,507.05</u>
Special Revenue		
Trust Fund	007	8,157.66
Local Grants	019	0.00
Classroom Facilities - Maintenance	034	15,717.61
Athletics	300	32,992.12
OneNet	451	2,025.00
State Grants	499	0.00
Race To The Top	506	0.00
Title VI B	516	0.00
Title I	572	413,331.04
Title II-A	590	58,566.47
Miscellaneous Federal Grants	599	0.00
Total Special Revenue		<u>530,789.90</u>
Total Government		4,443,782.65
Proprietary Fund Types - Enterprise		
Food Service	006	222,647.27
Uniform School Supplies	009	0
Latchkey	020	4,282.50
Total Enterprise		<u>226,929.77</u>
District Agency	022	19,831.33
Student Activities	200	23,258.70
Total Fiduciary		<u>43,090.03</u>
Total FY 18 Appropriations		4,713,802.45



- Qualifications:**
- Documentation of a clear criminal record.
  - Meets all mandated health requirements (e.g. a negative tuberculosis test).
  - Complies with drug-free workplace rules and board policies.
  - Multi-school or closely related food service experience.
  - Successful completion of a board-approved food safety and sanitation course.
  - Ability to interpret and comply with nutrition, health, and safety regulations.
  - Computer skills and knowledge of nutritional software is preferred.
  - Bookkeeping skills and the ability to compute mathematical data accurately.
  - Meets all prerequisite qualifications to be bonded.

**Responsibilities  
and Essential  
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of a districtwide food service program (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Administers the board- approved budget. Controls cost and reduces waste through careful planning. Manages the food service program to be self-sustaining except for financial support authorized by the board. Evaluates operational performance.
- Oversees the preparation of food. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.)
- Uses standardizes recipes to maintain quality control. Monitors production sheets and work progress. Helps staff as needed to meet established schedules.
- Works with staff to address the needs of students with dietary restrictions.
- Oversees the set-up of serving lines and the attractive presentation food. Plans for substitute menu items when demand exceeds supply.
- Oversees the proper storage or disposal of leftover food.
- Properly accounts for all lunches. Uses point-of-sale reports to check bank deposits. Submits records to the treasurer's office.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes applications and records for free and reduced-cost lunch programs.
- Maintains vendor files. Obtains price quotes from the Lorain purchasing co-op. Order food products and supplies. Approves invoices for payment.
- Maintains an accurate inventory of all food, supplies, and equipment.
- Promptly documents all injuries that require medical attention.
- Oversees the routine cleaning of equipment. Anticipates and is prepared for fire, health, and safety inspections.
- Participates in food service staff selection and orientation processes.
- Ensures the equitable distribution of workloads and extra assignments. Approves time sheets.
- Oversees food service staff training in procedures to effectively accomplish their duties. Promotes the development of staff leadership.
- Coordinates activities for special district events (e.g. banquets, etc.).

- Helps manage kitchen security. Assists rental groups as directed. Ensures that the kitchen and storage areas are secured at the end of the workday.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervene and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory  
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Compensation:**

Salary will be established by the Clearview Board of Education.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Clearview Local School District.