

Typical day in the life of Director

Arrive at school anywhere from 4:30-6:00 depending on the needs of the day.
When head cook arrives communicate the days needs ex. Do we need sub if some one called in sick?
Menu items ready for production.
Call in subs if needed or arrange your day if you need to be the sub.
Confirm all point of sale systems are running properly.
Check in orders when they arrive, po's to pay vendors
Process any applications or payments that may be waiting for approval
Monitor Breakfast production and cafeteria
Lunch production answer any questions staff may have
Menu boards updated for the day.
After breakfast and before lunch hours begin is when I would do menu production, application and payments, mail run, any meal claiming.
Return calls and emails, send out invoices to families or new applications.
Lunch hours monitor point of sale
Clean up
Ordering if needed
Deliveries may also come in the afternoon
Deposits from ala cart and vending
Special events preparation or sporting events set up.
Prep check for next day meals before staff goes for the day.
Time to return more emails or phone calls
Menu planning for upcoming months or grant, applications for specials (FFV, Summer Foods ect.)
Run end of day reports before you go home or right way in the am.
Set up after school snacks, make sure monitor is available and paperwork is ready.
Time to go home unless special events need your attention, or meetings with district office.