LIST OF RESPONSIBILITIES

Administration

Director of Food Services

QUALIFICATIONS:
1. Baccalaureate degree or equivalent training in business, administration, food services management or related field; Food Manager Certificate
2. Minimum 5 years experience in menu planning, food purchasing and food service
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
4. Ability to effectively market the food services program to students, staff and community, and manage the financial aspects of the program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Assistant Superintendent for Business/Board Secretary

SUPERVISES: Cook/Managers, Kitchen and Cafeteria Workers

JOB GOAL: To provide leadership in developing and maintaining the district's food services program.

PERFORMANCE RESPONSIBILITIES:

Overall
1. Assumes responsibility for the operation of the district's food services program in accordance with board policies and local, state/federal requirements.
2. Assists in the development of policy relevant to the food services program.

Administration and budget
1. Prepares and administers the department's budget. Establishes financial goals and objectives for the food service program.
2. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
3. Ensures that all food purchased and served is in compliance with the federal and state standards for nutritional content (N.J.A.C. 2:55).
4. Maintains cafeteria accounting procedures in accordance with district standards and state/federal regulations; and coordinates the audit of cafeteria accounts with the board's auditor.
5. Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk; verifies applications.
6. Determines if the student population requires the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.
7. Processes all applications, records and reports required under state/federal laws and regulations.
FOOD SERVICES DIRECTOR (continued)

8. Demonstrates knowledge and understanding of the New Jersey Department of Agriculture programs as they apply to the school nutrition program. Programs include but are not limited to: school nutrition programs, food distribution programs, as well as all aspects of the School Nutrition Electronic Application & Reimbursement System.

9. Evaluates the food services program; keeps the administration and the board informed of the food services operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency.

10. Cooperates with school principal and custodians in maintaining healthful and sanitary conditions in the school cafeterias.

**Supervision of food preparation**

1. Plans and supervises the preparation and serving of menus at all schools and special meals required for district-sponsored events and ensures that state and federal nutritional guidelines are met.

2. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.

3. Conducts frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health and safety are being maintained; makes recommendations for improvement.

4. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.

5. Oversees the development, review and implementation of the district biosecurity plan.

6. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.

7. Supervision of food service staff.

8. Determines personnel needs; interviews and recommends appointment of all food service employees.

9. Observes and evaluates the performance of all food service personnel.

10. Establishes standards for the professional development of food service personnel. Arranges for relevant inservice training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.

**Other**

1. Develops and maintains effective communication with parents, students and the community.

2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.

3. Participates on the wellness and nutrition committee.

4. Performs other duties within the scope of the position as may be assigned.

**PHYSICAL REQUIREMENTS:**

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.
FOOD SERVICES DIRECTOR (continued)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed in an office setting with minimal exposure to health and/or safety hazards. The noise level in this environment is usually moderate.