

## **Food Service Director Position**

**REPORTS TO:** School Business Administrator

**RESPONSIBILITIES:** The Food Service Director will oversee and manage the Food Service Department within the Business Office. He/she will be responsible for contract administration of the Food Service Management Company and follow NJDA and USDA regulations.

**DUTIES:**

1. Assume 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 food services program.
3. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
4. Maintains cafeteria accounting procedures in accordance with district standards and state/federal regulations; coordinates the audit of cafeteria accounts with board's auditor.
5. Conducts the required annual survey to determine eligibility for free and reduced-price meals or free milk; verifies applications. Determines if the student population required the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.
6. Plans and supervises the preparation and serving of menus at all schools and special meals required for district-sponsored events and ensures that the state and federal nutritional guidelines are met.
7. Consults with the school nurse regarding special dietary need and serious food allergies of students and staff.
8. 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.
9. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized receipts and menus, portion control system and prices charged for meals and other food items.
10. Check all bills and purchase orders for accuracy before presenting them to the School Business Administrator for payment.
11. Processes all applications, records and reports required under state/federal laws and regulations.
12. Evaluate the food services program; keep the administration and the board informed of food services operation and make recommendations for changes in programs, procedures, facilities, and equipment that would improve quality and efficiency.
13. Coordinates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeterias.

14. Develop and maintains effective communication with parents, students and the community.
15. Performs other related duties as may be assigned by the School Business Administrator.

**QUALIFICATIONS**

1. Bachelor's Degree or equivalent training in business, administration, food services management or related field.
2. Minimum experience in menu planning, federal procurement of food purchasing and food service as determined by the Board.
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services program.
4. Ability to effectively market the food services program to students, staff and community and manage the financial aspects of the program.
5. Solid written, verbal, interpersonal, and organizational skills.
6. Skilled at operating general office equipment.
7. Demonstrated ability to be self-motivated with an attention to detail, and the ability to work with confidential information.
8. Possess a positive customer service attitude with an ability to handle people in difficult situations.
9. Ability to work cooperatively with others.
10. Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation.
11. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education.
12. Required criminal history background check and eligibility to work in the United States.
13. All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70).
14. Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION PROCEDURE:**

1. Review of credentials filed with the Superintendent of Schools.
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required.
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff.

**TERM OF EMPLOYMENT**

Twelve-month work year

**SALARY RANGE**

Unaffiliated/Confidential salary to be determined

Established: June 14, 2023