

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

DIRECTOR OF FOOD SERVICES

QUALIFICATIONS:

1. Bachelors Degree or higher preferred.
2. Experience as a supervisor with responsibility for recommending hiring and firing, and direct experience in evaluations highly desirable.
3. Demonstrated knowledge of nutrition, dietary needs/planning, food purchasing , and POS System desirable.
4. Demonstrated knowledge in local, state and federal regulations governing the National School Lunch Program highly desired.
5. Minimum of 5 year's experience in school nutrition management in a public school system.
6. Computer experience desirable.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To ensure that the school district's food services program is operated effectively and efficiently in accordance with proper nutritional standards, federal/state/local laws and regulations, and district policy.

SUPERVISES:

All food services staff and workers and food services secretarial personnel.

REPORTS TO:

School Business Administrator/Board Secretary and/or his/her designee.

TERMS OF EMPLOYMENT:

Twelve-month year, salary as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the preparation, cooking and serving of food for students and adults.
2. Plans menus in accordance with state and federal regulations, assuring that standardized recipes and approved price schedules and portion controls are followed. Assures that meals meet the meal requirements specified by the N.J. and U.S. Departments of Agriculture and that food quality standards are maintained.
3. Provides recommendations regarding the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of Food Services staff.
4. Supervises the Food Services staff by preparing work schedules, assigning and directing work, training, enforcing work production standards and evaluating work performance.

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5. Checks goods received against invoices. Calculates monthly inventories of food and non-food products. Contacts vendors regarding corrections where necessary.
6. Follows approved safety and health regulations to ensure that sanitary and safe conditions are maintained in the kitchen, food-serving and dining areas.
7. Follows prescribed procedures to protect the anonymity of students who qualify for the free and reduced price meals.
8. Oversees all special food services programs, e.g. preschool children, and summer programs as necessary.
9. Provides food services for approved special events as requested by school administrators and/or Board of Education.
10. Assumes general administrative responsibility for maintenance of food service equipment and for the security of the food services facilities and supplies.
11. Cooperates with the community, staff, and students in planning menus and events that will enhance the overall quality and effectiveness of the food services operations.
12. Ensures that food and non-food costs are consistent with bid prices.
13. Orders food and non-food products, negotiates their prices and ensures their proper storage.
14. Implements cost control procedures to avoid unnecessary food services operating costs.
15. Supervises the food services accounts payable and accounts receivable activities.
16. Maintains and files all appropriate local, state and federal reports.
17. Provides the School Business Administrator/Board Secretary with information regarding the revenue and expenses of the Food Services Program. Prepares all Food Services reports necessary for the annual audit.
18. Ensures that the district is in compliance with all regulations regarding the National School Lunch Program.
19. Oversees and monitors the use of the computerized Point-of-Sale System.
20. Attends relevant workshops and conferences in order to remain current and knowledgeable as time and resources may permit and with prior approval.
21. Carries out such other duties as may be assigned by the Board Secretary and/or designee.

DATE ADOPTED BY BOARD: August 27, 2002

AGREED TO BY INCUMBENT: _____ DATE: _____