



## **Food Service Director Position Description**

### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### **VALUES & STANDARDS**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### **GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### **FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### **TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

## GENERAL SUMMARY

Cotter Schools is seeking a **Food Service Director** to contribute to the fulfillment of the Cotter mission by managing all kitchen-related operations at all Cotter School locations. This oversight includes planning the smooth and efficient operation of the school cafeterias; and production of nutritious, appetizing meals, while meeting all governmental and local regulations. The **Food Service Director** must also ensure the school is maximizing its resources and minimizing production costs.

## RESPONSIBILITIES & DUTIES

- 1) Oversee all aspects Cotter kitchen programs including: staffing, scheduling, purchasing, production, costing, inventory, food safety, and oversee culinary production to recipe specifications, ensuring a high quality of food.
- 2) Assign, direct, train and review staff work; provide recommendations regarding hiring, transferring, promoting, suspending, terminating and demoting employees; evaluate performance and develop staff schedules.
- 3) Plan menus to conform to federal USDA requirements to provide nutritious meals while maximizing inventory and minimizing costs.
- 4) Develop, implement and maintain the free and reduced meal program & procedures, and prepare local, state, and federal reports including monthly reimbursements, USDA commodity receipts, usage and inventory.
- 5) Update and maintain a School Food Safety HACCP plan and standardized recipes per USDA standards.
- 6) Maintain daily production records in accordance with MDE standards.
- 7) Maintain high standards of cleanliness and safety in the kitchen, food storage areas, and cafeteria. Oversee and participate in the cleaning and sanitizing on a daily basis.
- 8) Ensure proper storage of all food in accordance with USDA requirements on a daily basis and before school breaks (summer, Christmas, and spring break).
- 9) Ensure that all equipment in the cafeteria area is in safe, working condition and immediately notifies the Director of Maintenance when repairs are needed.
- 10) Ensure kitchen and food storage area is clean and DHS inspections are completed as required by state statute.
- 11) Supervise kitchen personnel in the safe and proper use of kitchen equipment.
- 12) Develop a complete guide detailing the process of protocol and procedures to ensure efficient and effective transfer of duties to a substitute cook or organization, which is readily available in the kitchen.
- 13) Communicate Food Service program needs to the President on as needed basis regarding supplies and equipment.
- 14) Prepare kitchen and cafeteria area as needed for cleaning services and/or events.
- 15) Attend training approved by the President on menu planning, software, and/or school nutrition.
- 16) Assist the President and CFO in analyzing foodservice program financial data and help ensure the fiscal stability of the food service program.
- 17) Other duties as assigned or necessary to the successful operation of the Cotter food service program.

## QUALIFICATIONS AND SKILLS

- Bachelors or Associates degree or related degree with a minimum of three years of relevant food service experience, or a high school diploma with a minimum of 10 years relevant food service experience.
- Minnesota Level 1 School Nutrition Association Certification.
- ServSafe Food Safety Certification.
- Minnesota Food Manager License.
- A valid driver's license is required due to necessary travel between campuses.
- Thorough knowledge of the receiving, preparation, storing, cooking and serving of food in large quantities.
- Thorough knowledge of kitchen sanitation and safety procedures used in food handling and in the cleaning and care of utensils, equipment and work areas.
- Thorough knowledge of USDA rules and regulations
- Ability to plan and supervise the work of others
- Demonstrate effective communication skills.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee is required to be on his/her feet for extended periods. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and waist more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as crates, bags or cartons of canned food or fresh produce. The employee will sometimes push/pull items such as tables, or bulk food carts.

## BENEFITS

- Job Type: Full-time Exempt
- Required work schedule: 40 hours per week, 220 days per year in alignment with the academic year.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education & childcare

## TO APPLY

- Please send an e-mail with a resume and cover letter to:

**Pamela Kimber, VP Finance**  
[pkimber@cotterschools.org](mailto:pkimber@cotterschools.org)