

## **LACEY TOWNSHIP SCHOOL DISTRICT**

### **Food Service Director**

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**JOB TITLE:** Food Service Director

**REPORTS TO:** School Business Administrator

**SUPERVISES:** Managers, Cooks, Kitchen and Cafeteria Workers

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

#### **QUALIFICATIONS:**

1. Baccalaureate degree or equivalent training in business, administration, food services management or related field; Food Manager Certificate and current Serv Safe Certification.
2. Minimum experience in menu planning, 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 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.

#### **RESPONSIBILITIES:**

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.
3. Prepares and administers the department's budget. Establishes financial goals and objectives for the food service program.
4. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
5. 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.
6. Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk; verifies applications.
7. Processes all applications, records and reports required under state/federal laws and regulations.
8. 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.

## **Food Service Director (continued)**

9. Cooperates with school principals and custodians in maintaining healthful and sanitary school cafeterias.
10. 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.
11. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.
12. 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.
13. 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.
14. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.
15. Supervision of food service staff.
16. Determines personnel needs; interviews and recommends appointment of all food service employees.
17. Observes and evaluates the performance of all food service personnel.
18. Establishes standards for the professional development of food service personnel. Arranges for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.

### **OTHER RESPONSIBILITIES:**

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. Performs other related duties as assigned by the school business administrator or superintendent.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of responsibilities will be evaluated in accordance with established procedure.

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015

## **Food Service Director (continued)**

### **LEGAL REFERENCES:**

N.J.S.A. 18A:18A-1	et seq. Public Schools Contracts Law
N.J.S.A. 18A:4-14	Uniform system of bookkeeping for school districts
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:18A-5a.	(6) Exceptions to requirements for advertising
N.J.S.A. 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
N.J.S.A. 18A:27-3	Employment for school year
N.J.S.A. 18A:33-3	Cafeterias for pupils
N.J.S.A. 18A:33-4	School lunch; availability to all children
N.J.S.A. 18A:33-9	
Through 14	Mandated breakfast for certain schools
N.J.S.A. 18A:58-7.1	School lunch program
N.J.A.C. 2:36	Child nutrition programs
See Particularly:	
N.J.A.C. 2:36-1.7	Local school nutrition policy
N.J.A.C. 2:55	School milk purchase regulations
N.J.A.C. 5:18-3.4(e)	Fire protection systems
N.J.A.C. 6A:23-2	Double entry bookkeeping and GAAP accounting in local school districts
N.J.A.C. 6A:23-2.6	Supplies and equipment
N.J.A.C. 6A:23-7	Management of public school contracts
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 8:24	Retail food establishments and food and beverage vending machines chapter XII
N.J.A.C. 8:24-11.3	Food manager certification
N.J.A.C. 8:52-3.4	Food surveillance
National School Lunch Act, 7 CFR 210, 215, 220 and 245	
Occupational Safety and Health Standards, 29 CFR 1910.263,	