

JOB DESCRIPTION

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4301 Director of Food Services
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REVISED

JOB TITLE: **DIRECTOR OF FOOD SERVICES**

REPORTS TO: School Business Administrator

SUPERVISES: Food Services Consultants, Managers, and Vendor Activities

NATURE AND SCOPE OF JOB:

The Director of Food Services ensures maximum participation in and compliance to all food service regulations and provides direct daily oversight and reporting of all district activities in providing students with food of high nutritious quality in a clean positive atmosphere as may be provided by contracted external or internal staff.

QUALIFICATIONS:

The Director of Food Services shall:

1. Hold a Bachelor's degree from an accredited college or university in Food, Nutrition, Hotel/Restaurant Management or related field.
2. Have at least five years managerial experience in the food industry.
3. Have five years experience in menu planning, staff development, scheduling and payroll with a major emphasis on the preparation of foods.
4. Have five years experience in the construction and maintenance of commercial kitchens, with a working knowledge of construction and health codes.
5. Hold and maintain a valid driver's license, with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Director of Food Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Food Services shall:

1. Develop goals and objectives for the department.
2. Develop and implement policies and procedures for the department.

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3. Develop and manage the budget for the department.
4. Supervise all financial and accounting procedures for the department.
5. Complete all appropriate paperwork and applications to ensure compliance and participation in all Federal and state child nutrition programs.
6. Screen, interview and/or recommend appointments of all administrative personnel.
7. Develop, implement and approve all appropriate in-service programs, training workshops and special activities for the entire food staff.
8. Administer personnel policies and evaluate staff according to district policy.
9. Ensure that the purchasing of all inventory is accurate and available for service.
10. Approve all bid specifications and bid conditions for all items requiring such bids by law, administrative code or district policy.
11. Consult with district engineers/administrators and school personnel in the planning and specifications for new or renovated cafeterias and kitchens.
12. Assure that all meals, menus and recipes meet all nutritional, sanitary, state and Federal requirements.
13. Ensure that the district complies with all state and Federal regulations as they pertain to the application process and point of service at each school.
14. Prepare all monthly reimbursement vouchers.
15. Prepare cost analysis reports, projections and presentations.
16. Develop and implement new approaches on how to improve school site operations.
17. Supervise all other alternate food service programs in the district.
18. Create and foster a positive atmosphere between school food service personnel, students, faculty, administrators and others.
19. Complete administrative evaluations according to district and/or department policies.
20. Perform related duties as needed to accomplish the objectives of the department of food services and to insure the maximum utilization of resources available to provide quality food service to students and staff.
21. Configure a functional kitchen layout.

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22. Establish and maintain a cooperative work environment between all food service workers and the administrative team.
23. Develop and maintain a positive relationship with school personnel and other administrators.
24. Develop and maintain a positive relationship with distributors, processors, state and federal agencies and associations.
25. Develop, implement and monitor regulations, procedures and policies that will govern the Food Service Department.
26. Develop standardized recipes and cycle menus.
27. Knowledge of all federal, state and local regulations that govern a school food service operation.
28. Use budget development and administration, financial analysis, and accounting skills.
29. Motivate staff to achieve desired goals.
30. Train all staff effectively on all aspects of a school food service operation.
31. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
32. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
33. Participate in appropriate in-service and workshop programs and attend any required meetings.
34. Use computers and/or electronic equipment to fulfill job functions.
35. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
36. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State and local health agency requirements, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
37. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator and/or Superintendent, and not otherwise prohibited by law or regulation.
38. Follow established district policies, procedures and processes in all activities with fiscal implications and will receive warnings when more than two (2) violations occur. Repeat offenses will be reflected in employee evaluations and may result in more serious consequences.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The School Business Administrator shall evaluate the Director of Food Services in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe

Approved

10-29-2007

Date

Signature on file in Human Resource Services.