

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FOOD SERVICES
4303 Food Services Operations Manager
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JOB TITLE: FOOD SERVICES OPERATIONS MANAGER

REPORTS TO: Director of Food Services or designee

SUPERVISES: Office/Warehouse personnel in the absence of the Director and Assistant Director

NATURE AND SCOPE OF JOB:

The Food Services Operations Manager assists in the overall operation of the Food Services Department with emphasis on purchase and acquisition functions ensuring that all products meet the highest quality set forth by the department and/or the school district.

QUALIFICATIONS:

The Food Services Operations Manager shall:

1. Hold a Bachelor's Degree from an accredited college or university in Business, Hotel/Restaurant Management or related field.
2. Have five years related experience in a high volume food service setting or related industry with at least three years as the purchasing agent.
3. Hold and maintain a valid driver's license with no serious violations.
4. Use excellent managerial and communication skills (oral/written).
5. Be self motivated, creative, organized and dependable.
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.
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

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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, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Food Services Operations Manager 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 Food Services Operations Manager shall:

1. Guarantee customer satisfaction throughout the district by ensuring that all products adhere to the highest level of quality.
2. Develop all bid specifications for food, supplies, equipment and uniforms.
3. Maintain an open line of communication between the Food Services Department and all other departments, vendors, processors, state and Federal agencies.
4. Meet with sales representatives as necessary.
5. Compile and maintain on file the nutritional information for all food items.
6. Compile and maintain on file a Safety Data Sheet for all cleaning supplies.

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7. Compile, analyze and maintain on file the End Data Schedule for all USDA Commodity products.
8. Compile and maintain on file all USDA Commodity Inventory Reports.
9. Develop promotional and marketing strategies for all new and current products.
10. Assist in the preparation of all financial reports as they pertain to items purchased.
11. Test all new menu items for student acceptance and quality.
12. Assist in the development of all menus and recipes.
13. Utilize a "Bid/Procurement" management software program when preparing/analysis of bid documents.
14. Provide the accountant with order/vendor information (whenever applicable) so that vendors are paid in a timely manner.
15. Recommend substitute or alternate products if necessary.
16. Create and foster a positive atmosphere between all food service workers and the administrative team.
17. Receive general supervision from the Director and/or Assistant Director with considerable latitude for independent action.
18. Comprehend and follow all state and Federal purchasing regulations.
19. Comprehend and analyze complex supply/demand situations and the particular needs of the department and/or district.
20. Develop and implement purchasing, receiving and distribution strategies for all products.
21. Prepare suitable reports, establish and maintain records/files as they may pertain to this position.
22. Establish and maintain a cooperative work environment between all food service workers and the administrative team.
23. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
24. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Participate in appropriate in-service and workshop programs and attend any required meetings.
26. Use computers and/or electronic equipment to fulfill job functions.

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27. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
28. Adhere to federal statutes and regulations, New Jersey school law, State and local health agency requirements, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
29. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Food Services or designee, and not otherwise prohibited by law or regulation.

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.

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5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Food Services or designee shall evaluate the Food Services Operations Manager 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.