

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FOOD SERVICES
4317 Chief of Food Operations
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JOB TITLE: CHIEF OF FOOD OPERATIONS

REPORTS TO: Director of Food Services

SUPERVISES: Field Managers, Field Trainer and the Warehouse Manager

NATURE AND SCOPE OF JOB:

The Chief of Food Operation shall assist the Director of Food Services in ensuring 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 Chief of Food Operations shall:

1. Have a college degree in Food, Nutrition, Hotel/Restaurant Management or related field.
2. Have five years related experience in a high volume food service setting with at least one year of prior experience in a school district food service program.
3. Hold and maintain a valid driver's license with no serious violations.
4. Work independently without major supervision.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. 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.
9. 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.

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10. 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.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. 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 Chief of Operations 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 Chief of Operations shall:

1. Ensure that the highest level of customer satisfaction is maintained throughout the district.
2. Ensure that all food service personnel follow the highest standards of safety and sanitation in the preparation, service and clean up of all meals.
3. Ensure that all bid specifications for food, supplies, equipment and uniforms are correct and that the district complies with Federal and state purchasing regulations.

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4. Ensure that all school sites adhere to Federal, state, local, district and department regulations, policies and procedures.
5. Supervise and assist in the development of all menus and standardize recipes.
6. Develop training modules and supervise the Warehouse Manager and Field Managers with on-site or in-house training.
7. Assist in the development of all operational manuals.
8. Supervise all promotional, merchandising and marketing strategies for new and current products.
9. Ensure that the application process and point of service is monitored accurately and correctly at all school locations by administering accountability reviews.
10. Ensure that all pre-plate conversion projects are completed in a timely manner.
11. Assist in the financial analysis of the program.
12. Assist in implementing and maintaining a "Back of the House" and "Point of Service" management computer system.
13. Assist in the decision making as it pertains to all administrative and union matters.
14. Complete staff evaluations according to district and/or department policies.
15. Oversee all other alternate food programs (After School/Summer).
16. Help to establish a central satellite program within the district.
17. Monitor catering services throughout the district.
18. Create and foster a positive atmosphere between food service workers and the administrative team.
19. Receive general supervision from the Director of Food Services with considerable latitude for independent action.
20. Assume the responsibility of the Director of Food Services in his/her absence.
21. Develop recipes/menus, calculate and monitor food/labor cost, establish safety/sanitation practices.
22. Develop, implement and monitor marketing, merchandising and promotional strategies for all products.
23. Work with a variety of distributors, processors, state and Federal agencies and associations.
24. Develop training modules and train staff effectively.

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25. Develop and implement purchasing, receiving and distribution strategies for all products.
26. Monitor Federal, state and local regulations to ensure compliance.
27. Develop, implement and monitor district and/or department policies and procedures.
28. Establish and maintain a cooperative work environment between all food service workers and the administrative team.
29. Motivate staff to achieve desired goals.
30. Configure a functional kitchen layout.
31. Develop and maintain a positive relationship with school personnel and other administrators.
32. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
33. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
34. Participate in appropriate in-service and workshop programs and attend any required meetings.
35. Use computers and/or electronic equipment to fulfill job functions.
36. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
37. 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.
38. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Food Services, 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.

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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.

EVALUATION:

The Director of Food Services shall evaluate the Chief of Operations 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

6-23-2008
Date

Signature on file in Human Resource Services.