

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

**FOOD SERVICES**  
**4304 Food Services Field Manager**  
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**JOB TITLE:** FOOD SERVICES FIELD MANAGER

**REPORTS TO:** Director of Food Services or designee

**SUPERVISES:** Food Services Managers and Workers

## **NATURE AND SCOPE OF JOB:**

The Food Services Field Manager ensures all school food service personnel are working harmoniously together to prepare and serve appealing and nutritious meals in a pleasant and safe environment.

## **QUALIFICATIONS:**

The Food Services Field Manager shall:

1. Hold a Bachelor's Degree from an accredited college or university in Food, Hotel/Restaurant Management or a related field.
2. Have at least one year related experience in a high volume food service operation (school food service a plus).
3. Be knowledgeable of food preparation and presentation.
4. Be knowledgeable of recipes and menus.
5. Be able to motivate staff to achieve desired goals.
6. Use excellent managerial and communication skills, oral/written (bilingual a plus).
7. Be creative, organized, self-motivated and dependable.
8. Work independently without major supervision.
9. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. 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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14. 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.
15. 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.
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. 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 Field 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 Field Manager shall:

1. Ensure that the production and service of meals within assigned school sites meet the highest level of customer satisfaction.
2. Ensure that assigned school sites are following the highest standards of safety and sanitation in the preparation, service, and clean up of all meals.
3. Ensure that the assigned school sites are in full compliance with all Federal, state, district and department regulations, policies and procedures.

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4. Ensure that orders are accurate and are placed in a timely manner.
5. Ensure that all deliveries are complete and are received in a timely manner.
6. Ensure that "Point of Service" is accurately maintained at all school sites.
7. Assist in coordinating and scheduling staff so that all school sites can operate efficiently and effectively.
8. Conduct on-site training for all aspects of operation.
9. Assist in monitoring all other alternate food service programs.
10. Assist in the development of standardize recipes and menus.
11. Assist in the hiring process to ensure that all school sites are adequately staffed.
12. Assist in the administration of the application process.
13. Assist in developing, implementing and monitoring new marketing techniques to increase student participation.
14. Review all on-site reports for accuracy and timeliness.
15. Complete staff evaluations according to district and/or department policies.
16. Develop and maintain a positive relationship with Principals and other school personnel.
17. Create and foster a positive relationship between food service workers and the administrative team.
18. Receive general supervision from the Assistant Director and Director with considerable latitude for independent action.
19. Monitor and follow all Federal, state and local regulations to ensure compliance.
20. Train and monitor staff on promoting and merchandising all menu items.
21. Implement all safety and sanitary practices that pertain to a food service operation.
22. Develop and maintain a positive relationship with all union employees.
23. Monitor district and departmental policies and procedures.
24. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
25. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

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26. Participate in appropriate in-service and workshop programs and attend any required meetings.
27. Use computers and/or electronic equipment to fulfill job functions.
28. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
29. Adhere to federal statutes and regulations, State and local health agency requirements, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
30. 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.

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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 or designee shall evaluate the Food Services Field 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.