

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**FOOD SERVICES**  
**4305 Food Services Foreman**  
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**JOB TITLE:** **FOOD SERVICES FOREMAN** **REVISED**

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

**SUPERVISES:** Food Service workers

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

The Food Services Foreman provides students with appetizing, nutritional meals in a sanitary, pleasant environment which promotes positive learning.

### **QUALIFICATIONS:**

The Food Services Foreman shall:

1. Hold a High School Diploma or its equivalent.
2. Have one (1) year experience in the preparation and service or cooking of food in a large scale food service facility.
3. Have the ability to complete math problems involving simple fractions and decimals.
4. Have the ability to read and write.
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 Food Services Foreman shall be employed under the following terms:

1. Work year of ten 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 Foreman shall:

1. Ensure that the highest standards of safety and sanitation are followed in the kitchen throughout the day.
2. Inspect all food deliveries being made, check for quality and accuracy, and sign the invoices only after being inspected. Report to the Operations Manager any items that may be damaged, spoiled, short, or unacceptable in any way.

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3. Ensure all food and supplies that are stored properly and rotated using the First In, First Out (FIFO) standard.
4. Determine the quantities of food to be prepared for the day so that all students receive the proper amounts and there are minimal leftovers.
5. Order, prepare, and serve all food items as indicated on the monthly menu.
6. Prepare food according to the planned menu and test uniformity of recipes.
7. Determine if the finished product is of the best quality in both flavor and appearance before it is served.
8. Supervise and operate various kitchen equipment; train others in the safe operation of equipment.
9. Ensure that the preparation, serving, and storing of all food items meet the quality and sanitation standards set by the district.
10. Ensure that all portion sizes served to students and staff are correct and in full compliance with all state and Federal guidelines.
11. Ensure that all serving stations are fully stocked with food prior to each serving period in sufficient quantities and that the food is presented in an appetizing way.
12. Maintain correct holding temperatures of food.
13. Ensure that all leftovers are properly stored or disposed of.
14. Ensure that meal counts are taken at the point of service, following all state and Federal regulations, and are taken accurately.
15. Ensure that all required paper work is completed in an organized, timely and accurate manner.
16. Collect monies for student and adult payments, count the monies and complete a deposit ticket, place all monies in a locked bank bag, complete all necessary paperwork.
17. Delegate job duties to Food Service Employees to ensure smooth work flow and completion of all tasks in a timely and efficient manner.
18. Supervise and instruct staff on the proper and safe handling of all kitchen equipment.
19. Communicate with staff new procedures, policies, expectations, etc.
20. Report any problems or accidents occurring in the kitchen or the cafeteria to the Principal and the Food Service Office.

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21. Supervise the locking of all storage areas and the security of kitchen equipment.
22. Alert the Food Service Office of needed equipment repairs, maintenance, or new equipment needs.
23. Ensure compliance of all policies and procedures; interpret policies and procedures into the work performed.
24. Create and foster a positive atmosphere; create good feelings about School Food Service in students, faculty, administrators and others.
25. Receive and respond to complaints about food or service.
26. Adhere to established personal hygiene techniques and uniform requirements.
27. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
28. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
29. Participate in appropriate in-service and workshop programs and attend any required meetings.
30. Use computers and/or electronic equipment to fulfill job functions.
31. 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.
32. 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.

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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 or designee shall evaluate the Food Services Foreman 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.

  
Approved

7-1-2014  
Date