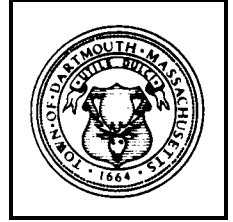


Posting 26-3-23
Posted: October 9, 2025



**Dartmouth Public Schools
Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

POSITION: Food Service Operations Supervisor

DUTIES: See Job Description Attached Hereto

START DATE: Immediately

**TERMS OF
EMPLOYMENT:** Monday thru Friday – 8 hours per day
6:30 a.m. until 2:30 p.m. (start time may vary as
necessary; 195 days per year (school year plus 15
an additional days)

ANNUAL SALARY: \$50,000 to \$60,000

Persons interested in this position should submit a cover letter, resume, three letters of recommendation and a copy of valid sanitation certification to:

Dr. June Saba-Maguire, Superintendent of Schools
8 Bush Street
Dartmouth, MA 02748

or by emailing Kate Genthner at kathleengenthner@dartmouthschools.org

THIS POSTING WILL REMAIN OPEN UNTIL FILLED.

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

Dartmouth Public Schools

Title: Food Service Operations Supervisor

Reports to: Director of School Nutrition

General Description: Dartmouth Public Schools is now accepting applications for the position of Food Service Operations Supervisor.

Job Summary:

The Food Service Operations Supervisor provides on-site supervision, training and coaching to the Dartmouth Public Schools kitchen teams and provides assistance in the administration of the Dartmouth Public Schools' School Nutrition Program in accordance with district, local, state and federal policies and regulations, to ensure nutrition and financial integrity. This position plays a critical role in supporting the development of a high quality School Food Service Program that incorporates scratch cooking, food literacy and farm to school initiatives. This role requires inter-district travel and daily, hands-on supervision and training in kitchens.

Salary Range:

\$50k to 60k, based on experience.

Qualifications:

Education, Experience:

- Minimum of three (3) years experience in food service operations, including supervision of staff and cost controls and/or additional qualifying work in school meal programs.
- Bachelor's degree in Food and Nutrition, Dietetics, Culinary, Institutional Food Service or related field desired; or an equivalent combination of education and experience.
- ServSafe certified, Mass allergen certified, SNA of Mass membership or within 6 months of hire

Duties and Responsibilities Include:

Administrative and Operational Support for Department:

- Provide general administrative support to the Director of School Nutrition.
- Complete and approve payroll weekly.
- Support the Director of School Nutrition with compliant menu and recipe development.
- Support the Director of School Nutrition with ongoing maintenance of nutrition and point of sale software.
- Oversee a la carte program.
- Document professional development standards for all staff.
- Support Director of School Nutrition with monitoring and accommodating special diets.

- Communicate with vendors and distributors to build relationships and troubleshoot issues.

On-Site Training and Coaching for all cafeteria staff:

- Lead ongoing standardized training in all kitchens on topics including, but not limited to, food safety, kitchen organization, program compliance and culinary skills.
- Work with the Director of School Nutrition to develop high quality training materials.
- Provide customized training for kitchens based on individual needs.
- Complete documentation for all training and school visits.
- Lead regular team meetings in kitchens.

On-Site Kitchen Supervision:

- Provide training, coaching and supervision for:
 - Managers to successfully complete production records and other kitchen documentation according to department standards.
 - Managers to improve cost control through ordering best practices.
 - Managers to complete monthly inventory according to department standards.
 - Managers for proper cash handling according to department standards.
 - Kitchen teams to complete HACCP logs according to department standards.
 - Kitchen staff on personnel related issues.
 - Kitchen teams on all current and new department and district policies.
 - Overall food production and kitchen operations in all kitchens - including monitoring / directing food safety, equipment, cleanliness, customer service and culinary practices.

Other Responsibilities:

- Coordinate and lead in-district catering events.
- Coordinate staff coverage when needed; provide coverage at schools as needed.
- Coordinate and lead cafeteria taste tests to support increased participation.
- Develop marketing and promotional materials to support increased participation.
- Assist in design, set up and implementation of food literacy programs.
- Recipe test new and updated recipes according to department standards.
- Assume responsibilities for program operations in the Director's absence.
- Perform other responsibilities as directed by the Director.
- Communicate at a professional level at all times.
- Develop relationships with local farms to support the establishment of farm-to-school initiatives

Relevant Competencies

Developing Others

Is a people builder; provides challenging tasks and assignments; constructs plans and executes them.

Customer Focus

Commits to meeting the expectations and requirements of customers. Understands the importance of providing high-quality customer service.

Collaboration

Develops cooperation and teamwork while participating in a group, working toward solutions which benefit our school community.

Getting Results (Action-Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

Decision Quality & Problem Solving

Uses analysis, experience and logical methods to make good decisions and solve difficult problems with effective solutions.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes;

Terms of Employment

10 Month, 195-day contract

35 hours per week

Exempt employment status

This position is not a member of any collective bargaining unit

Applications Process:

All applicants are responsible for providing the following documents:

Cover letter expressing interest in this position

Updated resume

3 Letters of Recommendation

Copy of college transcript(s) if applicable

Copy of sanitation certification

Non-Discrimination Notice: Dartmouth Public Schools does not discriminate on the basis of race, color, religion, disability, national origin, gender, gender identity or sexual orientation.