



WALL TOWNSHIP PUBLIC SCHOOLS

Title: FOOD SERVICE MANAGER

Reports to: Business Administrator

Qualifications:

1. Experience in the areas of menu planning, food purchasing, and preparation and serving of foods in accordance with NSLP and SBP.
2. Knowledge of POS systems, food safety and sanitation principles.
3. Serve Safe certified and a member of the SNA.
4. Strong managerial, written, and communication skills.
5. Alternatives as the Board may find appropriate and acceptable.

Job Goal: To provide the children of Wall Twp. schools with nutritious quality foods in accordance with the regulations and standards set forth by the N.J. State Department of Child Nutrition and the policies of the Wall Board of Education. Assist Business Administrator in the oversight of the food service program.

Performance Responsibilities:

1. Supervises the Food Service Supervisor and all cafeteria workers
2. Interviews, screens and recommends appointment of all cafeteria personnel.
3. Administers personnel policies and evaluates all employees.
4. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.
5. Purchases and maintains an inventory of all food, supplies and equipment.
6. Plans and checks all menus for school breakfasts and lunches to be in accordance with Child Nutrition guidelines.
7. Makes application for government commodities and directs distribution.
8. Administers the Free and Reduced price meal application process and serves as a determining and verification official.
9. Communicates effectively with school administration, parents, students, and vendors.
10. Serves as a member of the school wellness committee.
11. Standardizes cafeteria accounting procedures in cooperation with the district business office and prepares records and financial reports for annual audit.
12. Efficiently implements purchase orders and monitors paydowns accordingly.
13. Responsible for the financial integrity of the department. Verifies all bills prior to payment.
14. Checks equipment (freezer, refrigerator) during summer and during school vacations.
15. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health and safety are maintained.
16. Oversees accuracy of food service personnel payroll.
17. Ensures personnel are properly trained on POS system, cafeteria procedures and annual mandates.
18. Reads current information, attends workshops, courses, and conferences to keep current on all new USDA regulations and maintains continued education credits as necessary.
19. Performs other duties as delegated by the Business Administrator

Terms of Employment: This job description shall be subject to and consistent with the terms and conditions of the Bylaws, Policies, and Regulations of the Wall Township Board of Education.



WALL TOWNSHIP PUBLIC SCHOOLS

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

Approved: September 15, 2026