



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **FOOD SERVICE DIRECTOR**

QUALIFICATIONS:

1. Bachelor's degree in business, administration, food services management or related field or job experience equivalent.
2. Minimum 5 years of experience in menu planning, food purchasing and food service as determined by the board
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
4. Ability to effectively market the food service program to students, staff, and community, and manage the financial aspects of the program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Must be recommended by the Superintendent of Schools or designee and approved by the Board of Education.

REPORTS TO: Directly responsible to the School Business Administrator

SUPERVISES: All employees of the Food Service Department

JOB GOAL: To provide leadership in developing and maintaining the district's food service program.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the operation of the district's food service program in accordance with board policies and local, state/federal requirements.
2. Assists in the development of policy relevant to the food services program.
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3. Prepares and administers the department's financial statements. Establishes financial goals and objectives for the food service program.
4. Purchases and maintains an inventory of all foods, supplies, and equipment; is responsible for the purchase, transport and distribution of government commodities.
5. Maintains cafeteria accounting procedures in accordance with district standards and state/federal regulations; and coordinates the audit of cafeteria accounts with the board's auditor.
6. Manages the Free & Reduced Meal Application process for the school district. Determines if the student population requires the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.
7. Plans and supervises the preparation and serving of menus at all schools and special meals required for district-sponsored events and ensures that state and federal nutritional guidelines are met.
8. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.
9. Determines personnel needs; interviews and recommends appointment of all food service employees.
10. Observes and evaluates the performance of all food service personnel.
11. Establishes standards for the professional development of food service personnel. Arranges for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.
12. Conducts frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health and safety are being maintained; makes recommendations for improvement.
13. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.

14. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment
15. Processes all applications, records and reports required under state/federal laws and regulations.
16. Evaluates the food service program; keeps the administration and the board informed of the food service operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency.
17. Cooperates with district administration & support departments in maintaining healthful and sanitary conditions in the school cafeterias.
18. Develops and maintains effective communication with parents, students and the community.
19. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
20. Performs other related duties as assigned by the school business administrator or superintendent.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of administrative staff.

APPROVED BY: Board DATE: February 21, 2012

REVISED: _____

Legal References:

18A:18A-1	Public Schools Contracts Law
18A:4-14	Uniform system of bookkeeping for school districts
18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:16-2	Physical examinations; requirement
18A:18A-5a. (6)	Exceptions to requirements for advertising
18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
18A:27-3	Employment for school year
18A:33-3	Cafeterias for pupils
18A:33-4	School lunch; availability to all children
18A:33-9 Through 14	Mandated breakfast for certain schools
18A:58-7.1	School lunch program
2:36	Child nutrition
2:55	School milk purchase regulations
4.A.CT 5:18-3.4(e)	Fire protection systems
6:3-4A.4	Requirements of physical examinations
6A:23-2	Double entry bookkeeping and GAAP accounting in local school districts
6A:23-2.6	Supplies and equipment
6A:23-7	Management of public school contracts
8:24	Retail food establishments and food and beverage vending machines chapter XII
8:24-11.3	Food manager certification
8:52-3.4	Food surveillance
7 CFR 210, 215, 220 and 245	National School Lunch Act
29 CFR 1910.263,	Occupational Safety and Health Standards