

TOMS RIVER REGIONAL SCHOOL DISTRICT

TITLE: FOOD SERVICES 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 US 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: School Business Administrator and Board Secretary/Director of Accounting, Superintendent and or his/her designee

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 and federal requirements.
2. Assists in the development of policy relevant to the food services program.
3. Prepares and administers the department's financial statements. Establishes financial goals and objectives for the food service program.
4. Responsible for the purchase and maintenance of inventory of all foods, supplies, and equipment pursuant to NJ Public School Contracts Law; 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.

FOOD SERVICES DIRECTOR (Continued)

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. Check all bills and purchase orders for accuracy before presenting them to the Business Office 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 the programs, procedures, facilities and equipment that would improve quality and efficiency.
17. Cooperates with district administration and 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 Business Administrator or Board Secretary/Director of Accounting.
21. Perform any other tasks assigned by the Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month Basis

Adopted by: Toms River Regional Schools

Date: 5/18/2016

Revision: 8/27/2019