

School District of the Chathams



**259 Lafayette Avenue
Chatham, New Jersey 07928**

JOB DESCRIPTION

Food Services Supervisor

QUALIFICATIONS

- Baccalaureate degree or equivalent training in business, administration, food services management or related field; Food Manager Certificate
- Minimum experience in menu planning, food purchasing and food service as determined by the board
- Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
- Ability to effectively market the food services program to students, staff and community, and manage the financial aspects of the program
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTING STRUCTURE

- School Business Administrator

OVERSIGHT

- Cook/Managers, kitchen and cafeteria workers and provides an interface between the district and the food service management company

JOB GOAL

To provide leadership in developing and maintaining the district's food services program.

ESSENTIAL JOB ACTIVITIES

- Drive district vehicles
- Stand for two hours at a time. Sit for two hours at a time
- Lift 35 pounds from the floor to waist height.
- Able to communicate via the phone, email and in written formats

PERFORMANCE RESPONSIBILITIES

- Assumes responsibility for the operation of the district's food services program in accordance with board policies and local, state/federal requirements
- Assists in the development of policy relevant to the food services program
- Prepares and administers the department's budget. Works with the Business Administrator to establish financial goals and objectives for the food service program
- Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities
- 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
- Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk; verifies applications. 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
- 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
- Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff
- Determines personnel needs; interviews and recommends appointment of all food service employees
- Observes and evaluates the performance of all food service personnel
- Establishes standards for the professional development of food service personnel. Arranges for relevant inservice training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care
- 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
- 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
- Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.
- Processes all applications, records and reports required under state/federal laws and regulations
- Evaluates the food services program; keeps the administration and the board informed of the food services operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency
- Cooperates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeterias
- Develops and maintains effective communication with parents, students and the community
- Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities

- Performs other related duties as assigned by the school business administrator or superintendent

TERMS OF EMPLOYMENT

Salary to be determined by the board. 12 month position with 15 days of vacation, 12 sick days, 3 personal days and 5 bereavement days.

EVALUATION

Performance of this job will be evaluated annually in accordance with the provisions of central management staff.

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [01/13/2020]