

# Director of Food Services

## **DIRECTOR OF FOOD SERVICES**

- BA in food service management or equivalent.
- Five of more years experience in school food service management.
- Knowledge of Horizon point of sales software.
- Experience in bulk satellite operations.
- Successful SMI & CRE state performance.

**REPORTS TO:** School Business Administrator

**MANAGES:** Food service management company personnel and non-certified cafeteria staff.

1. Plan, direct and coordinate all food services for the South Orange and Maplewood School district.
2. To ensure that the District complies with all federal and state laws.

## **PRIMARY RESPONSIBILITIES**

1. Conform to all state and federal laws and regulations regarding school food service.
2. Maintain safety standards in conformance with state, federal and insurance regulations.
3. Recruit, train and supervise all food service personnel, and make recommendations on their employment, transfer, release, etc.
4. Develop and administer the contractual food service program to meet all the requirements of the daily program.
5. Maintain all District owned equipment and develop plans for preventive maintenance.
6. Act as liaison with parents for concerns and special requests.
7. Collect all daily receipts and monies to be deposited to the district bank.
8. Produce all daily and monthly reports including but not limited to food production, inventory, state and federal monthly reports, progress reports, bank deposits, menus, financial profit and loss statements, etc.
9. Oversee point of sales system.
10. Other duties as assigned.

**TERMS OF EMPLOYMENT :** 12 Months

To be determined by the Board of Education