

# **NANTUCKET PUBLIC SCHOOLS**

## **Job Description**

**TITLE:** **DIRECTOR OF FOOD SERVICES**

**REPORTS TO:** **Superintendent of Schools**

**TERMS OF EMPLOYMENT:** **220 days**

**JOB SUMMARY:** **Provides direction and management of the efficient operation of school food services in an atmosphere of cleanliness, comfort and customer service in which students are served nutritious meals**

### **QUALIFICATIONS:**

1. Bachelor's degree preferred
2. Knowledge of proper methods of planning, preparing, cooking, serving foods, and proper procedures involved in managing a large school lunch program
3. Knowledge of kitchen sanitation and safe work practices
4. Three years of experience in the preparation and serving of foods in a school lunch room or in a restaurant/cafeteria of equivalent size
5. Knowledge of the proper nutritional needs of children within the requirements of the National School Lunch Program
6. Supervisory experience
7. Accounting and/or bookkeeping experience required with demonstrated ability to maintain complex financial and related records
8. Certified in First Aid and CPR

### **DUTIES AND RESPONSIBILITIES:**

1. Ensure preparation of all meals in accord with state and federal guidelines
2. Order food and supplies and maintain the inventory of food and equipment
3. Interview, hire and train all new hires
4. Plan, schedule and assign the work of all food service personnel
5. Ensure the proper training of all staff in order to maintain safe, proper and efficient use of equipment
6. Supervise and evaluate all food service personnel
7. Plans the menus at all schools, in accordance with state and federal guidelines
8. Evaluate the quality of prepared foods based on flavor, nutritional, and appearance standards
9. Supervise the cleaning of dishes and equipment, and set standards of efficiency and sanitation in food preparation
10. Prepares and monitors food service budget with the goal of staying "in the black"
11. Maintain financial and related records; prepare written and computerized reports as requested
12. Assist in the coordination and implementation of the free and reduced application process

13. Make, in a timely manner, all applications for federal and state reimbursements
14. Adhere to all school district policies and procedures, as well as state and federal regulations
15. Maintain a high level of ethical behavior and confidentiality of information about students & staff
16. Communicates effectively with all constituent groups, including students, parents, staff and community
17. Act as a friendly ambassador for the School District
18. Perform other related duties assigned by the Administration or that are necessary to ensure efficient operations by the food services department

**EVALUATION:** Performance of this job will be evaluated annually by the Superintendent of Schools, with input by building administrators