

Wachusett Regional School District

ADMINISTRATIVE STAFF

JOB DESCRIPTION

TITLE:

Manager of Food Service

QUALIFICATIONS:

The Manager of Food Service shall possess at least five years of related experience in a school or other similarly oriented cafeteria/catering management position or other related field. The Manager of Food Service shall be certified as a Director of Food Services by the Massachusetts School Food Service Association or American School Food Service Association. The Manager of Food Service shall possess particular experience in areas such as food preparation, catering, financial management of cafeteria/catering operations, and management of food service employees. The Manager of Food Service shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Administrative Services

PERFORMANCE EVALUATION:

The Manager shall be evaluated annually based on the goals and objectives established and agreed to by the Manager and the Director.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Manager of Food Service is the chief food service manager of the District. As a member of the Administrative Staff, he/she shall provide leadership for the School District, represent the Superintendent or Director of Administrative Services as appropriate at official school and community functions, inform the Superintendent and Director of Administrative Services of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the

Superintendent and Director of Administrative Services of his/her activities and as requested. The Manager of Food Service in conjunction with the Director of Administrative Services shall develop annual job goals that will become part of the criteria used to evaluate the Manager.

In carrying out these responsibilities, the Manager of Food Service shall:

1. Supervise the preparation and serving of menus at all schools in the District;
2. Interpret to the administration, staff, and public, as appropriate, federal and state standards and guidelines regarding school food service, and the school food program;
3. Assume responsibility for laboratory testing of food and milk to determine that specifications are met;
4. Supervise the administration of health tests for all lunchroom employees;
5. Plan all banquets served in school lunchrooms or district dining rooms;
6. Supervise the overall safety and sanitation program in the school food service stations;
7. Receive suggestions from student groups regarding preferred foods and meals, and makes every effort to incorporate such suggestions into the food service program in a manner consistent with good nutritional standards;
8. Serve as a consultant to teachers planning lessons or units on food, meal planning, or nutrition, as requested;
9. Assist in the interviewing, screening, and hiring process of all cafeteria personnel;
10. Establish and administer daily work schedules and routine procedures for the efficient operation of the kitchens;
11. Prepare forms and reports as required or requested by the Bureau of Nutrition, Department of Education;
12. Prepare bimonthly payroll and bills payable;

13. Assist and coordinate the purchase and maintenance a current inventory of all food supplies;
14. Conduct other food service duties and responsibilities as directed by the Director of Administrative Services, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent or Director of Administrative Services and any other staff function required by the Superintendent or Director of Administrative Services.

SUPERVISES:

Any employee as assigned by the Superintendent or Director of Administrative Services

Updated on 4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97