

MONTCLAIR PUBLIC SCHOOLS
Montclair, New Jersey
Personnel Department

JOB DESCRIPTION

Position Title: **Food Services Manager**

Qualifications:

1. Bachelor's Degree from an accredited college in dietetics, nutrition, business management, or institutional food service management.
2. Two (2) to five (5) years' experience in food service.
3. Two (2) years of supervisory work experience in the preparation of food in large quantities in a large-scale food operation.
4. Required criminal background check and proof of U.S. citizenship or legal alien status.
5. Meet New Jersey Residency Requirements.
6. Experience with Food Service computer systems, preferred.
7. Knowledge of health, sanitation and safety procedures.
8. Knowledge of food production, appearance, display, taste, quality and quantity of food.
9. Knowledge of the methods used to prepare reports, schedules, inventories, and files.
10. Knowledge of instructions and training of kitchen employees.
11. Ability to provide supervision of FSMC.
12. Ability to solve problems related to cafeteria units.
13. Ability to prepare correspondence and reports.
14. Ability to prepare schedules and inventories.
15. Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
16. Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Responsible to: School Business Administrator

Job Goal: To ensure that the students in the District receive nutritional lunches and/or breakfasts in accordance with standards established by the USDA and the State Department of Education, in the most cost efficient manner.

Performance Responsibilities:

1. Supervises district's food service management company and district food service personnel.
2. Supervises the preparation of meals in assigned cafeteria units.
3. Plans counter displays of foods.
4. Checks food for appearance, preparation and flavor.
5. Assists in the development and testing of new menus.
6. Instructs employees in the proper procedures of health, sanitation and safety conditions.
7. May be responsible for the maintenance and general orderliness of the cafeteria or cafeterias.
8. Conducts training for kitchen employees in collaboration with FSMC.
9. Prepares and maintains reports, records and files.
10. Establishes and maintains liaison with school administrators and other interested parties to insure a compatible coexistence of food service programs with other educational activities.

11. Promotes good health in school children through desirable eating habits.
12. Assist in the management of the National School Lunch Program and Bureau of Child Nutrition program for processing of free and reduced lunch applications, determinations, and verification process.
13. Oversees the processing of student account balances and communicates with parents in collaboration with Principals & School Business Administrator.
14. Makes all applications for federal and state subsidies.
15. Ensures that menus meet or exceed state and federal nutritional regulations.
16. Ensure most efficient and effective use in preparation and serving of government surplus foods.
17. Prepares or oversees the preparation of all external and internal reports.
18. Ensures compliance with Federal, State, and Local guidelines related to Food Services.
19. Must maintain professional development hours as required by USDA.
20. Any other duties as assigned by direct supervisor and/or Superintendent of Schools.

Terms of Employment: 11 months as determined by the Board; salary and benefits as negotiated commensurate with qualifications and experience.

Evaluation: Performance on this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category. EEO/AA/Vet/Disability Employer

Established: 4/28/2017__

BOE Approved: __5/3/2017__