



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Director of Food Services*

PURPOSE OF POSITION:

To provide leadership, coordination, and innovation as related to the Food Services program to ensure a healthy, effective, and financially sound operation

REPORTS TO: *School Business Administrator*

SUPERVISES: Cafeteria Managers

PERFORMANCE RESPONSIBILITIES:

1. Administer and direct the implementation of the school nutrition program within the school district in compliance with federal, state and local regulations
2. Establish and implement budgeting and financial management systems consistent with local, state, and federal requirements. Maintain a required system of accountability
3. Establish program standards and direct implementation to ensure operation of the nutritionally sound and appealing school nutrition program
4. Plan and evaluate nutritionally sound menus incorporating time-saving production techniques, effective merchandising and nutrition education activities
5. Establish a system for the procurement and distribution of the food and non-food materials
6. Direct purchases, or recommend purchases or orders, of all food supplies and equipment according to established specifications and procedures
7. Assume responsibility for receiving, storing, handling, preparing, and serving of food according to established standards
8. Establish a comprehensive program for personnel management in cooperation with managers, administrators, and other appropriate personnel
9. Plan schedules and work assignments; train, supervise, and evaluate food service staff according to established procedures
10. Determine facility needs
11. Assure that sanitation and safety practices in all phases of the school food service operation meet established standards
12. Implement standards and controls for safety in food service facility design
13. Establish a school nutrition program marketing system for the district. Promote students and staff satisfaction by merchandising and serving meals in an attractive manner
14. Establish effective working relationships with appropriate members of all departments in the school district
15. Implement a program for continuous self-development and professional growth

16. Administer personnel policies and evaluate cafeteria managers
17. Assist the building principals in the hiring process of all food service personnel
18. Standardize cafeteria accounting procedures in cooperation with the School Business Administrator
19. Such other duties and responsibilities as may be assigned by the School Business Administrator

QUALIFICATIONS:

1. A minimum of a Bachelor's degree from an accredited college or university in Nutrition, Foods and Nutrition, or business administration, or a related field
2. A minimum of Level I Certification through the School Nutrition Association, with Levels II and III Certifications preferred
3. A Credential as a School Nutrition Specialist through the School Nutrition Association is preferred
4. Must have working knowledge of USDA and DESE School Food Service programs and regulations
5. A minimum of five years as food services director or related experience in public education
6. Must be creative, innovative, and customer service oriented
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

ATTRIBUTES:

- Committed to the core values of the district
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 195 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$70,000 - \$85,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel