

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business Operations

**POSITION CODE: 9000
NONCERTIFIED**

TITLE: DIRECTOR OF FOOD SERVICES

QUALIFICATIONS:

1. Baccalaureate degree or equivalent training in business, administration, food services management or related field; Food Manager Certificate
2. Minimum experience in menu planning, food purchasing and food service as determined by the board
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
4. Ability to effectively market the food services program to students, staff and community, and manage the financial aspects of the program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: School Business Administrator

SUPERVISES: Cook/Managers, Kitchen and Cafeteria Workers

JOB GOAL:

To provide leadership in developing and maintaining the district's food services program.

PERFORMANCE RESPONSIBILITIES:

Overall

1. Assumes responsibility for the operation of the district's food services program in accordance with board policies and local, state/federal requirements.
2. Assists in the development of policy relevant to the food services program.

Administration and budget

1. Prepares and administers the department's budget. Establishes financial goals and objectives for the food service program.
2. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
3. Ensures that all food purchased and served is in compliance with the federal and state standards for nutritional content (N.J.A.C. 2:55).
4. Maintains cafeteria accounting procedures in accordance with district standards and state/federal regulations; and coordinates the audit of cafeteria accounts with the board's auditor.
5. Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk; verifies applications.
6. Determines if the student population requires the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.
7. Processes all applications, records and reports required under state/federal laws and regulations.
8. Evaluates the food services program; keeps the administration and the board informed of the food services operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency.

HAMILTON TOWNSHIP SCHOOL DISTRICT

DIRECTOR OF FOOD SERVICES (continued)

9. Cooperates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeterias.

Supervision of food preparation

1. Plans and supervises the preparation and serving of menus at all schools and special meals required for district-sponsored events and ensures that state and federal nutritional guidelines are met.
2. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.
3. Conducts frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health and safety are being maintained; makes recommendations for improvement.
4. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.
5. Oversees the development, review and implementation of the district biosecurity plan.
6. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.
7. Supervision of food service staff.
8. Determines personnel needs; interviews and recommends appointment of all food service employees.
9. Observes and evaluates the performance of all food service personnel.
10. Establishes standards for the professional development of food service personnel. Arranges for relevant inservice training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.

Other

1. Develops and maintains effective communication with parents, students and the community.
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Participates on the wellness and nutrition committee.
4. Performs other related duties as assigned by the school business administrator or superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:18A-1 et seq.
N.J.S.A. 18A:4-14

Public Schools Contracts Law
Uniform system of bookkeeping for school districts

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**Hamilton Township School District
Mays Landing, New Jersey**

HAMILTON TOWNSHIP SCHOOL DISTRICT

DIRECTOR OF FOOD SERVICES (continued)

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:18A-5a. (6)	Exceptions to requirements for advertising
<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
<u>N.J.S.A.</u> 18A:27-3	Employment for school year
<u>N.J.S.A.</u> 18A:33-3	Cafeterias for pupils
<u>N.J.S.A.</u> 18A:33-4	School lunch; availability to all children
<u>N.J.S.A.</u> 18A:33-9	
Through 14	Mandated breakfast for certain schools
<u>N.J.S.A.</u> 18A:58-7.1	School lunch program
<u>N.J.A.C.</u> 2:36	Child nutrition programs
See Particularly:	
<u>N.J.A.C.</u> 2:36-1.7	Local school nutrition policy
<u>N.J.A.C.</u> 2:55	School milk purchase regulations
<u>N.J.A.C.</u> 5:18-3.4(e)	Fire protection systems
<u>N.J.A.C.</u> 6A:23A-16	Double entry bookkeeping and GAAP accounting <u>N.J.A.C.</u>
6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:23A-21	Management of public school contracts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 8:24	Retail food establishments and food and beverage vending machines chapter XII
<u>N.J.A.C.</u> 8:24-11.3	Food manager certification
<u>N.J.A.C.</u> 8:52-3.4	Food surveillance

National School Lunch Act, 7 CFR 210, 215, 220 and 245

Occupational Safety and Health Standards, 29 CFR 1910.263,