

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
MANAGER OF FOOD SERVICES

QUALIFICATIONS:

- At least 3 years of experience in a school lunch program or an institutional feeding facility or operation
- Familiarity with requirements of the Massachusetts DESE and the National School Lunch Program.
- Must possess Serv Safe certification

REPORTS TO:

Business Manager

RESPONSIBILITIES:

1. Coordinate the daily operation of the Cafeteria and Satellite food service areas
2. Supervise the preparation and service of food, including breakfast and lunch, to student population, faculty and staff
3. Supervise all staff in the School Lunch program
4. Supervise any student workers assisting in the cafeteria program
5. Responsible for all phases of the foods program – including menu planning, food purchasing, ordering and control of surplus commodities, specifications and bid procedures, inventory, storeroom control, and nutrient analysis
6. Responsible for all phases of sanitation
7. Ensure all food service workers have at least 6 hours of annual continuing education/training
8. Responsible for financial controls – including budget preparation, accounting control, clerical procedures, reimbursement reports and other reports required by the state and federal government, in collaboration with the Business Manager
9. Supervise the administration of the Free and Reduced Lunch program, in collaboration with the Principal.
10. Assist in the hiring of all Food Service staff
11. Assign duties/tasks to all staff
12. Work with the Metro North Collaborative to ensure the most cost-efficient pricing of food

13. Collaborate with the Culinary Arts teachers with regard to the ordering of all food/supplies
14. Maintain records of allergen awareness of students, faculty and staff
15. Ensure all new employees are trained in all facets of the School Lunch Program
16. Contract with Vendors who are awarded bids, in conjunction with the Business office
17. Complete monthly data entry for state reporting
18. Keep accurate accounting of monies in the School Lunch Program (including breakfast) in a software program, such as Nutri-Kids
19. Assist in the process for annual re-licensure and obtaining food/beverage permits
20. Update the Superintendent-Director on all matter relative to the Department of Health
21. Accept additional responsibilities not inconsistent with the position when assigned by the Superintendent-Director or Designee

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position requires hours beyond the regular work day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.