

BARNSTEAD SCHOOL DISTRICT
Director of Food Services

TITLE: Director of Food Services

QUALIFICATIONS:

- High School diploma or equivalent
- Experience with food preparation and menu planning
- Supervisory experience in food service operations
- Demonstrated competence and training and certification in areas related to food preparation

REPORTS TO: Principal - on day-to-day school food service program.
Business Administrator - fiscal management.

WORK YEAR: Salary and benefits to be recommended by the Business Administrator.
Maintains appropriate NH/DOE Food Service Certification.

EVALUATION: Annual performance evaluation by Principal with written input from
Business Administrator.

ROLE RESPONSIBILITIES:

- Establishes monthly food service menu based on state and federal guidelines for nutrition and fiscal constraints of food service program.
- Supervises preparation and serving of food for all aspects of the food service program, including breakfast, snack, lunch programs, after school programs and special events.
- Makes purchases of food and supplies; maintains inventory adequate for efficient operation of Food Service Program.
- Make recommendations to the School Administration relative to the equipment needs, repairs and purchases to support food service program.
- Provides leadership and supervision, including performing the annual performance evaluation for food service staff to include recommendations for the continued employment, transfer, or dismissal of all food services personnel.
- Compiles the annual reports and submits reports in compliance with guidelines provided by SAU 86 and NH DOE.
- Provides information to SAU 86 designated personnel to ensure accurate reporting to state and federal agencies.
- Provides for a safe working environment for all food service personnel.
- Is knowledgeable, and implements, all state/federal regulations pertaining to the food service program.
- Provides for necessary training and retraining of all food service personnel.
- Maintains confidentiality of information regarding students and staff.
- Complies with all policies and procedures established by the School Board and School Administration.

- Responsible for the accounting associated with all student accounts and correspondence with parents on current and past due accounts.
- At minimum, submits to the SAU monthly reports on the financial status of all student and staff accounts.
- Assisting and developing budget.
- Member of the Emergency Management Team/Safety Committee.

Third/Approved Reading: 09/27/16
Reconsidered: 09/13/16
Reviewed/Tabled: 06/21/16 & 6/28/16
Second Reading/Adopted: 10/14/08
Reconsidered: 09/27/05
First Reading/Adopted: 05/21/02