

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **FOOD SERVICE DIRECTOR**

- QUALIFICATIONS:**
1. High School Diplomas or GED
 2. Be clean and neat in appearance
 3. Strong interpersonal skills
 4. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
 5. The ability to bend, lift, squat, and perform repetitive motions.
 6. Ability to provide leadership and maintain a high level of customer satisfaction.
 7. The ability to lift 25 lbs. at least 25% of the time

REPORTS TO: Operations Manager/School Business Administrator

POSITION GOAL:

Provide leadership to the food service department while ensuring a high level of customer Service.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for maintaining a high level of customer satisfaction in the cafeteria.
2. Developing subordinates to grow professionally.
3. Planning, analyzing and troubleshooting the profitability of the food service department.
4. Ensuring communication with supervised employees and superiors.
5. Oversee the ordering, handling and storage of all food and supplies.
6. Ensure all food items and supplies are in accordance with district guidelines and National Lunch Program requirements.
7. Oversight of the customer service aspect of the food service department. Areas of priority are friendliness, speed of service and accuracy.
8. Maintain the condition of the physical plan while overseeing the cleaning process to

ensure optimal sanitation standards.

9. Oversee repairs to ensure they are timely.
10. Supervise and evaluate departmental staff.
11. Maintain a positive atmosphere with consistent expectations.
12. Ensure all staff members are trained as required.
13. Other duties may be assigned consistent with this job description and function.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

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.

BOE APPROVED: 10/2/17
2nd Reading 10/16/17