

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Director of Food Services

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Superintendent of School

JOB MISSION: Supervises the district's breakfast and lunch programs along with managing the food service department. Another area of oversight is planning and serving nutritionally balanced meals as cost effectively as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the overall operation of the school Lunch and Breakfast Programs, along with Summer Feeding Program
- In charge of menu planning, food purchasing, preparation and serving of food in a food services situation
- Provides for the proper storage of all food
- Abides by and implements all procedures as directed by Federal, state and/or local regulatory/monitoring agencies
- Completes and files all reports as required and/or requested by Federal, state and/or local agencies
- Makes application for government surplus food (i.e. commodities) for school cafeteria use, and directs its distribution and transfer
- Operates a program of cooperative purchasing among cafeterias, particularly for high-volume items, such as bread, milk, and canned goods
- Coordinates with and assists the Director of Business Services in the preparation of specifications and bid conditions for all food services items requiring such bids by law or by Ware School Committee Policy
- Purchases and maintains an inventory of all foods, supplies, and equipment regarding the School Lunch and Breakfast/Cafeteria Program
- Makes all applications for federal subsidies
- Checks all government reimbursements
- Makes distribution of all federal and/or state funds to various school lunch/breakfast and school milk programs
- Plans and checks all menus for school lunches, breakfast program and special dinners
- Plans and supervises the preparation and serving of menus at all schools
- Supervises the planning and preparation of all special meals and/or refreshments required for school district-sponsored events
- Provides assistance and suggestions for the preparation and serving of government surplus foods

- Visits all lunchrooms and cafeterias on a regular basis, checking that high standards of health and safety are maintained and observing possible improvements in operations
- Inspects school lunch/breakfast facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained
- Standardizes prices charged for various types of lunches, including the price of milk
- Standardizes as much as possible the size of portions served as related to lunch type
- Assist Building Principals and teachers in the instructional phases of the cafeteria program and in the classroom instructional units of work pertaining to nutrition
- Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by students through participation in the school food service program
- Informs the public, through the local press, of planned lunch menus on a weekly basis
- Coordinates and cooperates with the Director of Business Services in the monthly reporting of paid and outstanding invoices and payroll
- Coordinates and cooperates with the Director of Business Services to standardize cafeteria accounting procedures
- Coordinates and cooperates with the Director of Business Services to arrange for audits of cafeteria accounts through approved auditors
- The Director shall attend the meetings of the Ware School Committee upon request
- The Director shall attend the meetings of the Ware School Committee sub-committees upon request
- The Director shall act as liaison between the Ware School Department and other Town Departments if/when necessary as assigned
- Other duties as assigned by the Superintendent of Schools

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Cafeteria Manager

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Director of Food Services

JOB MISSION: Health/Safety of students and management of daily kitchen operations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Efficient operation of the assigned kitchen, ability to follow oral and written directions
- Coordinate and produce work in allotted time and cooperate with co-workers
- Managers are in charge of their respected kitchens and staff
- Make sure staff follows proper policies and procedures of the food service department
- Check and record temperatures of all freezers and refrigerators daily
- Checking the temperatures of all food prepared is mandatory
- All leftovers will be dated and used the next day, sauces may be frozen
- All kitchens will be left clean and all dirty towels shall be in the washer
- Follow all policies and procedures of the food service department.

SPECIAL QUALIFICATIONS:

- Carrying (moderate 15-44 pounds), stooping, walking, climbing (stairs, ladders), crouching, kneeling, pulling, pushing, reaching, repetitive hand motions, hearing, speech, visual acuity, distinguishing colors

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Assistant Cafeteria Manager/Facilities Support

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Director of Food Services or designee

JOB MISSION: Health/Safety of students and support of kitchen management

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Efficient operation of the assigned kitchen
- Ability to follow oral and written directions; coordinate and produce work in allotted time; and cooperate with co-workers
- Assistant Cafeteria Managers are in charge of their respective kitchens and staff
- Ensure that staff follows proper policies and procedures of the food service department
- Check kitchens at the end of the day
- Ensure that all kitchens are left clean and all dirty towels are in washer
- Receive all commodities and supplies
- Keep inventory
- Mail distribution
- Open campus buildings
- Back up/on-call facilities support for electrical, heat, water emergencies
- Assist Director of Food Services
- Fill in where needed

SPECIAL QUALIFICATIONS:

Physical Demands: Carrying (moderate 15-44 pounds), stooping, walking, climbing (stairs and ladders), crouching, kneeling, pulling, pushing, reaching, repetitive hand motions, hearing, speech, visual acuity, distinguishing colors

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Cafeteria Office Clerk

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Director of Food Services or Designee

JOB MISSION: Health/Safety of students and support of kitchen management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In charge of collecting money from all students and staff at breakfast and lunch
- Counts all money and makes the deposit
- Completes daily meal count sheets and all other necessary records
- Types all requested forms and letters as directed by the Director of Food Services
- Kitchen responsibilities: filling the milk cooler, etc.
- Works in kitchen when necessary
- Follow all policies and procedures of the food service department.

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Food Service Administrative Assistant

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Food Service Director

JOB MISSION: Health/Safety of students and support of cafeteria management

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Food Service Director in all areas of food purchasing
- Be able to take charge of food service employees in the Food Service Directors' absence
- Keep all business confidential
- Type all requested forms and letters as directed by the Food Service Director
- Approval of free and reduce lunch applications, verify and submit necessary reports
- Collect breakfast and lunch money and complete necessary reports and forms
- Take the monthly inventories and complete necessary reports and forms
- Enter the monthly menus into the computer and check that they are in compliance with the Massachusetts Department of Education, Nutrition Programs for calorie and fat content
- Complete monthly report for reimbursements
- Complete all monthly bookkeeping reports for Cafeteria Revolving Account
- Prepare monthly bills for outside programs
- Prepare time cards for food service personnel and custodians and send payroll summary sheets to central office
- Keep track of food service personnel and custodians sick, personal, vacation, etc. time

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Food Service Worker

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Cafeteria Manager

JOB MISSION: Health/Safety of students and follow kitchen procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Efficient operation of the assigned kitchen
- Ability to follow oral and written directions, coordinate and produce work in allotted time, cooperate with other workers
- Prepare food according to standardized recipes
- Serve food using proper portion control
- Use the equipment properly
- Use proper sanitation and safety procedures
- Maintain good personal cleanliness
- Sweep and mop the kitchen area
- Work in any area that is needed
- Use good public relation techniques with students, staff; and parents
- Follow policies and procedures of the food service department.

SPECIAL QUALIFICATIONS:

- Carrying 15-44 pounds, stooping, walking, climbing (stairs, ladders), crouching, kneeling, pulling, pushing, reaching, repetitive hand motions, hearing, speech, visual acuity, distinguishing colors.
- Equipment: Ovens, steamer, mixer, slicer, dish machine, tilting skillet and kettle, fryer, sharp knives.

2017-2018