



West Windsor-Plainsboro Regional School District

Job Description

Job Title: District Food Services Manager
Department: Food Services
Reports To: Assistant Superintendent for Finance/ Board Secretary
Salary Guide: Non- Affiliate A; Twelve-month contract
Prepared Date: 21 September 2021

Position Summary: The West Windsor Plainsboro Regional School District's Food Service operation serves a diverse community whose goal is to provide the best variety, nutrition and service at a reasonable price. Production and servings sites are in all 10 school buildings. Qualified candidates must demonstrate leadership, coordination, and innovation in managing operations provided by the Food Service Management Company (FSMC) contractor. The food service program participates in the National School Lunch Program and also provides a la carte sales, snacks, adult lunches, and special function catering services.

Qualifications: Bachelor's Degree in related field preferred and/or comparable experience in the food service industry. Experience in School districts is highly preferred.

Essential Duties and Responsibilities

- Responsibilities include program compliance with district policies, practices, federal and state regulations;
- Overseeing procedures for ordering, receiving, storing, preparing and serving food related products, menu planning and development, sanitation and safety, marketing, quality and cost control, labor deployment,
- Search for opportunities to implement new products and services which support sales growth.
- The successful candidate must have the ability to communicate with FSMC management and site personnel, customers, school and central administrators, and parent organizations.
- Strong financial and analytical abilities and time management skills are essential for success.
- Communicate with and make recommendations to district leadership to keep the district informed of trends and happenings in Food Services in and around the district

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Google, and accounting and point of sale software.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Must be able to lift at least 50 pounds. Must be able to travel to multiple sites to meet with staff and oversee operations.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and non-affiliate policy.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 9/21/2021

Certified by: C. Conelle
Director of Human Resources