



Food Service Director

Position Description

Reports to: Director of Human Resources

This position is exempt

Qualifications: The person in this position will be responsible for the general supervision of the nutrition program and all related food services of the school, and for the supervision of all assistants in the kitchen. The cook will also be responsible for the safe, hygienic and cleanliness of the kitchen facility. Hours will be from 5:00am until 1:00pm each school day. All duties will be performed under the supervision of the Center Director. Must have a minimum of a high school degree and pass a C.O.R.I. and D.S.S. check.

Essential Functions:

- Ability to lift , bend, carry and transport up to 50 pounds
- Ability to stand for lengths of time
- Must have visual and auditory capabilities
- Manage and supervise the daily operations of the kitchen
- Proficient in the English language

Responsibilities include but are not limited to:

- Cook and prepare two meals and one snack per day for children in all of our child care locations
- Preparation of food for field trips
- Flexibility for special food accommodations as relating to allergies and other circumstances
- Calculate correct food portions for all the child care centers
- Communicate with center directors ensuring satisfaction in quality and proper portions
- Comply with the USDA nutritional guidelines and state health code CMMR 102
- Maintain Safe Serve Certification for Management once every 6 years or as required by the Board of Health
- Plan and purchase food on the basis of a menu plan for children 4 months to 14 years
- Maintain continued contact with the Food Bank in order to provide quality, reasonable food
- Daily menu preparation for all of our child care locations
- Unload and store new food orders
- Loading food into vans and buses daily
- Whenever possible negotiate with suppliers for the best food rate
- Supervise kitchen coworkers including Assistant Cook and dishwashers
- Participate in training geared toward expanding knowledge of the food service industry
- Remain within allotted food budget
- Cater events for meetings and gatherings

Requirements: The person in this position must be an experienced cook in institutional cooking and accustom to serving large groups. Knowledge of basic principles of good nutrition and ability to plan prepare and serve balanced meals and snacks. The person should have good personal hygiene awareness and must be sincerely interested in working with children. It is necessary for the cook to have a working knowledge of the requirements for hygienic child care maintenance and possess the ability to supervise and work with others.

I have read and understand this job description.

Name (printed)

Signature

Date