

# SCHOOL NUTRITION PROGRAM DIRECTOR

St. Thomas More School

Can you lead and direct others? Can you multi-task with a smile? Do you thrive in a fast-paced environment? Do you like working with children and adults? We have a cafeteria that needs you.

## Essential Duties and Primary Responsibilities:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Directs daily activities in the kitchen and cafeteria.
- Supervises and maintains the kitchen and cafeteria in a neat and sanitary condition.
- Supervise and train employees, promoting efficiency, employee morale, teamwork, and professional appearance.
- Creates menus and determines recipes with input from cafeteria staff, according to the National School Lunch Program.
- Produces and maintains work schedules and production records.
- Maintains food production standards that ensures the safety and quality of food procedures and department requirements. Monitors employees' production techniques.
- Maintains a safe and hazard-free working environment.
- Provides instruction and in service training in the care of equipment, portion control, serving of food, checking of supplies, and record keeping.
- Orders necessary food and supplies and verifies accuracy of delivered goods.
- Ensure that food items are stored in a safe and hazard-free environment.
- Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
- Supervises regular inventory of food.
- Knowledge of methods, materials, equipment, and appliances used in food preparation.
- Prepares and maintains accurate reports of daily and monthly financial, production, and activity records.
- Meets annual training requirements set by the USDA (i.e. ServSafe Certification).
- Performs other tasks related to the position as assigned.

## Demonstrated Competencies Required

- Committed to the mission and values of St. Thomas More School
- Must be able to maintain strict confidentiality at all times.
- Friendly with excellent people skills, professional temperament and appearance.
- Ability to communicate effectively in oral and written form.
- Ability to manage personnel and finances.
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise.
- Able to prioritize and handle multiple tasks
- Proficient in math and utilizes technology (MS Office and Cafeteria Management Software)

## Minimum Qualifications

- Prior supervisory experience in a school food service environment.
- Knowledge and experience with USDA School Nutrition Program.
- Must have High School Diploma or GED and 3 years of relevant food service experience.

- Frequent standing, walking, pushing, and pulling; moderate lifting and carrying up to 50lbs; some stooping, bending, and kneeling; limited exposure extreme hot and cold temperatures and exposure to humidity; occasional travel in personal vehicle as assigned

**Terms of Employment:**

8 hour days, Follows the school calendar – Approximately 200 Days

**Application Procedure:**

Please submit a cover letter and resume to: [jobopenings@stm-church.com](mailto:jobopenings@stm-church.com).

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Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

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