

NOTICE OF VACANCY

Position: Director of Food Services  
Food Services Department

General Description:

The Cambridge Public Schools seeks applications from dynamic and innovative food service professionals to manage and develop the food service program for an urban school district with 13 schools and more than 6000 students. The Food Service Director oversees a budget of \$2.5 M, one Assistant Director and all full and part time Food Service staff district wide. In addition, the Director is responsible for supervising district-sponsored programs such as: the school breakfast program, the school lunch program, the afterschool snack program and the fruit and vegetable snack program. The ideal candidate will possess a keen understanding of the changing landscape of child nutrition programs and be committed to change and improvement.

Duties:

The Director of Food Services reports to the Chief Operating Officer. Duties and responsibilities include the following:

- Administers the School Breakfast, Lunch and Snack programs for the Cambridge Public Schools, including compliance with all State and Federal regulations;
- Plans, implements, coordinates and evaluates all Food Service functions including policies, procedures and systems;
- Maintains and processes monthly and year end reports for Massachusetts Department of Education;
- Manages Food Services revolving account and operating budget;
- Provides monthly revenue and expenditure information throughout the fiscal year to management;
- Manages all school kitchens;
- Responsible for personnel management of all Food Service staff, including union staff members;
- Performs evaluations of Managers and Heads of Kitchens;
- Establishes/implements procedures to enhance the highest standard of customer service and sanitation;
- Provides professional growth for Food Service personnel;
- Participates as an active member of the Cambridge Healthy Children's Task Force;
- Works cooperatively with principals, faculty, administrators, parents and students to continuously improve the Food Service Programs in the schools;
- Responsible for the planning of new or renovated kitchens;
- Determines eligibility of student meal applications;
- Purchases all food and Food Service related products under public purchasing requirements.

(Over)

**Minimum Requirements:**

- Bachelor's Degree with an emphasis on Culinary Arts and Nutrition preferred (will accept equivalent work experience);
- Five years of experience in a leadership position in quantity food production, with responsibilities for menu development and planning, food purchasing, personnel and budget management;
- Sanitation Certification;
- Knowledge of USDA Regulations a plus.

**Skills**

- 1) Proven ability to use knowledge of foods and nutrition to develop and influence innovative menus using healthy foods and locally grown products;
- 2) Strong personnel and financial management skills;
- 3) Ability to supervise quantity food production and purchasing;
- 4) Excellent organizational and analytical skills;
- 5) Excellent fiscal management skills;
- 6) Demonstrated skills in the use of technology, computers and food service software;
- 7) Ability to collaborate with a wide consistency including principals, parents, students and public health partners;
- 8) Strong customer service skills;
- 9) Strong interpersonal skills as well as proven report writing.

**Salary:**

This position has a 12-month, 40 hour per week work schedule. Managers employee benefits schedule, including health insurance and vacation.

**Salary:** \$79,900 - \$89,928

PS# 72

**Application Procedure:**

To apply, submit your application on-line via our website at [www.cpsd.us](http://www.cpsd.us) by clicking on Employment Opportunities.

Applications requested by December 9, 2011, however, positions may be considered open until filled.