

Cabot School Food Services Director / Head Cook

Located within a strong agricultural community, Cabot provides a unique opportunity for our food service program to become an educational practice, inspiring students to make healthy choices and have a direct connection to their food and how it's grown. With the belief that school breakfast and lunch sets a model for healthy lifestyles each day, we seek a food services director who will support our students through nutritional and delicious meals, sourced locally whenever possible.

General Food Service Operations & Education:

Oversees the planning of menus based on nutritional adequacy, federal standards, and pupil acceptance. Conducts regular evaluations of Food Service Program, including seeking student feedback.

Seeks opportunities and ensures the sourcing of local food products for use in the Food Service Program.

Collaborates with staff, students, parent group, and local farmers to assist in instituting and sustaining healthy food initiatives, including re-establishing a Farm-to-School program at Cabot.

Oversees the development of standard portions for food service related to lunches.

Prioritizes nutritional quality and cost savings through cooking from scratch as appropriate and allowable.

Personnel:

Oversees Food Service Assistant.

Responsible for designing and keeping updated food service training manuals and training schedules for all food service positions.

Responsible to make sure that workplace injuries are kept at a minimal. Takes measures to keep facility in good repair and employee's safe.

Financial Management:

Maintains Cabot's eligibility for the Federal Provision 2 Free meals program through careful adherence to budget guidelines and state and federal requirements.

Collaborates with the principal to strengthen and expand paid areas of the food service program, including a la carte offerings and adult meals .

Review accuracy of all invoices and prepare purchase orders to ensure that a proper and timely payment is made. Oversee the execution of proper credits from vendors as pricing issues are identified.

Purchasing:

Processes all deposits and receipts for the food service program.

Monitors the purchasing of the food and supplies.

Coordinates regular inventory for financial record keeping.

Facility:

Coordinates with the WNESU Facilities Director on specific requirements concerning the proper maintenance, repair and cleaning of the kitchen areas

Maintains the cafeteria space as a bright, welcoming and engaging atmosphere for all students.

Planning & Maintenance:

Regularly participates in professional education, including workshops, seminars, conferences, etc. (5 additional paid summer days are provided for this purpose in the contract).

Keeps current and active in pending State and Federal legislation regarding Child Nutrition Programs.

Sanitation and Safety:

Ensures the school lunch facilities and operations meet standards of cleanliness, health, and safety.

Maintains Serve Safe certification, and manages the implementation of all local and state health, safety laws and regulations regarding food service.

Communication and Innovation:

Promotes the Food Service Program through positive public relations, in collaboration with the Principal.

Collaborates with teachers to create opportunities for students to participate in the preparation of their own food whenever possible.

Establishes the kitchen as a central resource for nutrition education on our campus.

Salary commensurate with experience. This is a 186 day school year position, with the opportunity for an additional 30 paid days through the summer food service program.

To apply, please send a cover letter and resume ASAP to Sylvia Charron, scharron@washnesu.org or P.O. Box 470, Plainfield VT 05667. Please explain in your cover letter how you would implement healthy and delicious cooking for our students, and your ideas for locally sourced food.