



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

Foodservice & Nutritional Manager

REPORTS TO: Foodservice Director and Building Principals

QUALIFICATIONS:

Bachelor's degree in institutional food service management, a closely related field or experience.
Registered Dietitian or Certified Dietary Manager education is preferred or completion of DPI Goals program.

JOB RESPONSIBILITIES:

The Foodservice Manager, in collaboration with the Foodservice Director, will supervise school food service operations at Regis, St. James, St. Mary's, and Immaculate Conception schools, develop a system-wide menu with an emphasis on nutritional value and menu appeal, maintain and file DPI records and reports as well as undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The Foodservice Manager will assist in preparing and serving quality food to students in a quick and pleasant manner. This position will primarily be at Regis High/Middle School but may be required to work at other locations as needed.

1. Ensure compliance with local health service and DPI food service regulations.
2. Interview, select, and hire food service personnel.
3. Supervise Head Cooks at each facility.
4. Prepare and distribute menus.
5. Coordinate commodity ordering and distribution.
6. Coordinate food and supply orders.
7. Coordinate finances of food services with Controller and administrative assistants at each building.
8. Manage free and reduced lunch programs.
9. Assist with special events coordination.
10. Assist with the system Wellness Committee.
11. Substitute as needed within each school.
12. Maintain daily production records (checking monthly).
13. Comply with Diocesan and RCS regulations and policies.
14. Confidentiality of RCS matters is required.
15. Demonstrate a cooperative manner, a willingness to work where needed, and assistance until assigned jobs are completed.
16. Contribute to positive interpersonal and interdepartmental communication.
17. Deal with crisis or problem situations in a calm, tactful, professional manner
18. Demonstrate support of fellow employees and administration through actions and comments
19. Attend meetings, workshops, conventions, and training sessions when needed.
20. Complete other duties as needed to ensure quality food service to students in our Catholic schools.
21. Perform other duties as necessary to the position or as specified.

Employee

Date

Foodservice Director

Date