

Holy Family Institute Food Service Director

Reports to: Chief Financial Officer

Location: Main Campus

Hours: Full-time, 40 hours per week, exempt

Mission Duties:

- Understand the values and mission of the Sisters of the holy Family of Nazareth, the Sister's role in furthering the social teachings of the Catholic Church and embody an appreciation of their work with children and families in the world.
- Understand and implement the mission, philosophy, and values of HFI helping children and families lead responsible lives and develop healthy relationships. Demonstrates the intrinsic value of each person in all interactions and in making decisions on the job.
- Participates in special activities and functions of the agency and/or departments.

Essential Duties and Responsibilities:

The Food Service Director is responsible for oversight of the Food Service Management Company (FSMC) and PA Dept of Education compliance in PA Electronic Application and Reimbursement System (PEARS).

- Provide regular oversight/supervision of the Food Service vendor and communicate organizational information.
- Ensure menus and food service operations are in compliance with State regulations.
- Complete annual Application Packets in PEARS for three separate programs.
- Complete Direct Certification for Nazareth Prep high school and Specialized Learning (K-12) school.
- Complete the required Food Service Director Annual Training (certificate of completion required)
- Complete 12 hours of food service training annually.
- Process and approve all monthly invoices from FSMC.
- Compile monthly meal count totals for breakfast and lunch for each program and submit claim in PEARS.
- Conduct routine inspections of all sites during meal serving times to ensure compliance food safety and serving requirements.
- Submit Certificates of Compliance for the 12 living sites when due.

- Complete the Community Eligibility Provision (CEP) documentation for Nazareth Prep and Seville School.
- Ensure that Food Service facilities are in compliance with Allegheny County Health Department regulations.
- Complete the annual FSMC contract renewal for each program.
- Rebid the FSMC contract every four years.
- Complete Verification Process for each program.
- Complete Child Nutrition Financial Report for each program by the end of December.
- Complete all documentation for Administrative Reviews for each program (3) which is conducted every three years.
- Ensure that School Wellness policies for all three programs are completed annually and reviewed through the CQI process.
- Conduct required Food Service training for all direct staff involved meal delivery to children.
- Provide feedback when difficulties arise in completing tasks.
- Make suggestions and recommendations for increased effectiveness and work environment quality.

Education:

- Minimum 4 years of experience managing food service compliance in a school environment. Experience working in the PA Electronic Application and Reimbursement System and Food Service Operations required.
- Must have Act 33/34 and FBI clearances and valid PA driver's license.
- Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field, or
- Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and either a State-recognized certificate for school nutrition directors or at least 1 year of relevant food service experience, or
- Associates degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition, education, culinary arts, business, or a related field, and at least 1 year of relevant food service experience OR advanced training/certification in nutrition or food service management.
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state, and local standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards

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