REGIS CATHOLIC SCHOOLS
JOB DESCRIPTION

Foodservice & Nutritional Director

REPORTS TO: RCS Building Principals and RCS President

QUALIFICATIONS:
A Bachelor's Degree in institutional food service management or a closely related field.
Registered Dietitian or Certified Dietary Manager education is preferred.
Must be ServSafe certified.

JOB RESPONSIBILITIES:
The Foodservice & Nutritional 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, and maintain and file DPI records and reports. Additionally, the Foodservice & Nutritional Director will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

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 RCS.Controller and school secretaries at each building.
8. Manage free and reduced lunch program.
9. Assist with special events coordination.
10. Assist with system Wellness Committee.
11. Substitute as needed within each school.
12. Maintain daily production records.
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

_____ _____
RCS President Date