



***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

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Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

**Superintendent Report**  
**October 2023**

- We have completed the Every Door Direct Mail (EDDM) process with the USPS to distribute information to the community (all residents) asking to complete the SRO survey located on our website. We expect that flyer to be delivered during the week of October 9. In the meantime, the survey link is available to school district staff and families with enrolled student(s).
- Our school van is back in use transporting our students to the Milford CTE, IMPAACT Academy in Nashua, as well transporting our accelerated FRES students to the middle school for their math course. We still have not received any new guidance regarding our ability to use our passenger van in the future.
- I participated in the Bradley F. Kidder Law Conference on October 4<sup>th</sup> and attended a variety of workshops.
- We have made no progress on our current instructional vacancies. We have posted and reposted the MS & HS Math position along with our Computer Science open position. Currently, we have one applicant for math and we are trying to schedule an interview as soon as possible.
- Facility updates:
  - Our WLC gym floor has been removed and, depending on the weather, moisture, etc., should be completed in early November
  - The WLC B-wing bathroom is on schedule to be completed by the end of the month
  - The drainage around the tennis courts and cutting back of the tree line is almost complete. Poles for the soccer field gate are being installed
  - More cabinets for the art room have arrived and will be in the classroom shortly.
  - We have two quotes for the gym outer windows and are working on updating those and securing an additional quote
- Attached is our Food Service Director Job Description as requested.

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**Job Description**

**Position:** Food Service Director

**Contract Period:** 210 days

**Reports to:** Business Administrator

**Minimum Qualifications:**

- 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 two years of relevant food service experience.
- Thorough knowledge of the administration, food, equipment, materials, methods, and techniques relative to food service operations and the National School Lunch Program.
- Working knowledge of safe food handling procedures, to include ServSafe Food Protection Manager Certification.
- Such alternatives to the above qualifications as the Business Administrator and/or Superintendent may find appropriate and in conformity with District requirements and State and Federal law.

**Background Check:** Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

**General Duties & Responsibilities:** Except as specifically noted, the following functions are considered essential to this position:

- Administering the National School Lunch Program;
- Plan and review all menus for school breakfasts and lunches, recipe development, and standardization following established National School Lunch Program standards;
- Oversee the entire food service operation for the District, including all program, personnel, menu, quality, reporting, and budgeting/financial issues;
- Ensure conformance with quality, nutrition, and productivity standards as well as Federal, State, and local guidelines, operating in a sanitary and safe environment;
- Complete, maintain, and submit all required reports to State and Federal agencies;
- Supervises, creates, and maintains performance standards for all food service staff. Ensure all employees are appropriately trained in accordance with National School Lunch Program minimum requirements;
- Control financial operations of the Food Service program to include cash receipts, use of Federal Commodities Program, use and monitoring of vendors, inventory control, and proper management of food production;
- Understand commercial food service and quantity purchasing;
- Orders food items and supplies, as needed, in a cost-effective manner and in conformity with Federal and State procurement laws and District procurement policies/procedures;
- Maintain inventories of food, supplies, and equipment;
- Manages all food service facilities, including receiving all food and food supplies, and distributing such food, supplies, and prepared meals between sites;

**Evaluation:** Performance of duty responsibilities will be reviewed annually.

*This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.*