

**Assistant Superintendent of Finance and Operations**  
Christine Thomas-Hill

**Finance and Operations**

**Executive Assistant**  
Julie Gorter

**FOOD AND NUTRITION SERVICES**

**Director of Food and Nutrition Services**  
Tom Freitas

- Oversee and coordinate food service program in accordance w/ regulations
- Monitor meal planning, food prep/production, nutritional requirements
- Monitor meal costs and program budgets
- Oversee catering and concessions
- Hire, train, manage and evaluate staff
- Maintain relationships with TCAPS staff, parents, the public and other local organizations
- Manage finances as Lead District for the Great Lakes Consortium

**Food Service Manager**  
Steve Wilson

- Assist Director with all operations
- Oversee program functions in director's absence
- Assist in employee scheduling, evaluations and payroll reporting
- Responsible for food ordering and inventory
- Manage free and reduced meal program and point of sale system

**Dietician Services**

**Food Service Training Facilitator/Alternate Kitchen Leader**  
John LaBarbera

**Kitchen Leaders**

- Coordinate efficient and safe production of meals in schools
- Prepare food in accordance with policy, recipe and safety standards
- Order food and related supplies, monitor storage
- Maintain files and records
- Supervise care and cleaning of kitchen equipment
- Arrange staff schedules and report payroll data
- Maintain appropriate relationships with students, staff and parents

**Cooks Assistants (elementary & secondary)**

- Duties related to safe and efficient production of meals in schools
- Sanitization of equipment
- Assist in preparing/serving food
- Oversee dish room and cash handling

**B Cooks (secondary only)**

- Assist Kitchen Leaders as necessary
- Prepare food in accordance with policy, recipe and safety standards
- Manage kitchen in absence of Kitchen Leader