



# Derby Public Schools

## Employment Agreement Food Services Director

### **EMPLOYMENT:**

The Derby Board of Education (the Board) does hereby agree to employ Salvatore Giannotti as the Food Services Director for the Derby Public Schools and does hereby agree to serve in such capacity, all in accordance with the provisions of this Agreement.

### **DUTIES:**

The Food Services Director shall report to the Business Director and shall perform all such duties as assigned. The job responsibilities for this position as set forth in the job description and to include, but not limited to:

- Manage, coordinate and oversee the day-to-day food service operations at the four (4) Derby public school sites;
- Analyzes effectiveness, assures compliance with the District, State and Federal laws, regulations, safety and sanitation procedures;
- Estimates and orders amount of food and supplies needed; monitors and controls expenditures;
- Monitors and controls operating expenses;
- Directs, assigns, schedules and evaluates food service personnel and conducts training sessions for new employees;
- Ensures all lunchroom and kitchen areas are compliant with health, safety and sanitation requirements and regulations;
- Plans and coordinates daily work for efficient use of labor;
- Trains and assists employees in the proper handling of foods, correct use and care of equipment and high standards of sanitation and safety;
- Maintains, prepares and reviews a variety of menu production records, inventories, logs and reports; accumulates data and inputs information into a computer as appropriate and files documents as necessary;
- Supervises and participates in food preparation and distribution to District students and staff;

- Plans for catered events such as meetings, activities and parties; plans and coordinates food service operations with school activities to improve school and community relations and increase student participation;
- Communicates with students, staff, faculty, parents and outside organizations to exchange information;
- Receives suggestions and resolves issues related to food service;
- Distributes the weekly lunch menu to each school.

### **TERM:**

This Agreement shall commence on July 1, 2018 and expire on June 30, 2021.

The parties agree that in the event that either the Food Services Director or the Board do not agree to either extend this Agreement beyond June 30, 2021, or do not negotiate a successor agreement, the Food Services Director's employment with the Board shall terminate effective on June 30, 2021.

### **EVALUATION**

The Food Services Director shall be evaluated, in writing, at least annually by the Business Director or his/her designee; the evaluation will be conducted with respect to how he performs the duties set forth above and also with respect to any other legitimate purpose or standard determined by the Superintendent. The Food Services Director will be entitled to receive a copy of the written evaluation and to meet with the Superintendent to review the evaluation. The Food Services Director will be entitled to attach a response to such written evaluation which will be included in his personnel file. The evaluation will be provided to the Board before the Board notifies the Food Services Director of its intention to re-elect the Food Services Director or permit the employment relation to end upon the expiration of this agreement.

### **TERMINATION FOR CAUSE:**

The Board may terminate this Agreement for cause. "Cause" shall be defined as: (i) any act or omission that constitutes a breach by the Food Services Director of his duties and responsibilities as the Food Services Director for the Board; (ii) incompetence; (iii) insubordination against the reasonable rules of the Board; (iv) the continued and repeated failure or refusal of the Food Services Director to perform the duties required of his as an employee of the Board; (v) any violation by the Food Services Director of any law or regulation or the Food Services Director's conviction of a felony, or any perpetration by the Food Services Director of a common law fraud; or (vi) any other misconduct by the Food Services Director which is injurious to the financial condition or reputation of, or is otherwise injurious to the Board. The Board shall provide the Food Services Director with the opportunity to be heard on this matter. Such meeting shall be held in executive session (unless the Food Services Director requests that the meeting be held in public session) and shall be held within fifteen days of receipt of the Food Services Director's request for such a meeting.

**TERMINATION WITHOUT CAUSE:**

Either party may terminate this Agreement for any reason. If this Agreement is terminated by the Board, the Board shall provide sixty (60) days advance written notice to the Food Services Director. If this Agreement is terminated by the Food Services Director, the Food Services Director shall provide sixty (60) days advance written notice to the Board.

**COMPENSATION:**

**This is an eleven month assignment.**

For all services rendered under this Agreement, for the period from July 1, 2018 through June 30, 2021, the Assistant Business Director shall be paid the following:

- a. For the period from July 1, 2018 through June 30, 2019 a base annual salary of seventy-seven thousand five hundred twenty three dollars (\$77,523)

The Business Manager shall recommend a salary for the subsequent twelve-month periods from July 1, 2019 through June 30, 2021. Any salary adjustments shall be discussed by the parties prior to the commencement of the period to which the adjustment is applicable, provided, however, that if no salary adjustment is agreed upon, then the current salary shall remain in place.

**FRINGE BENEFITS AND WORKING CONDITIONS:**

The Food Services Director shall receive the following employment benefits:

1. Paid Time Off:
  - a. Fourteen (14) days of vacation annually (non-cumulative), to be scheduled with the approval of the Business Director;
  - b. All holidays designated on the district calendar when the Central Office is closed during the 11 month assignment;
  - c. Fourteen (14) days of sick leave annually, cumulative to ninety (90) days. Any unused days to be compensated at the Food Services Director's per diem rate upon his retirement or death, to a maximum of forty-five (45) days; and
  - d. Three (3) personal business days (non-cumulative).
2. Health and medical insurance benefits as set forth in the applicable contract year to be the same as the unaffiliated staff.
3. Term life insurance coverage in the amount of \$100,000.
4. Accidental Death & Dismemberment insurance coverage in the amount of \$100,000.

**SIGNED:**

\_\_\_\_\_  
Dr. Matthew J. Conway, Jr. Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Gildea, Board of Education Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Salvatore Giannotti, Food Services Director

\_\_\_\_\_  
Date