

**GLOUCESTER PUBLIC SCHOOLS**  
**Gloucester, Massachusetts**

**Food Service Manager**

**Employment Contract**

Agreement made this **30th** Day of **October 2007** by and between the Superintendent of the Gloucester Public Schools hereinafter referred to as the "Superintendent" and the Food Service Manager.

In consideration of the mutual promises herein contained and other good and valuable considerations, the receipt of which is hereby acknowledged, the parties agree as follow:

1. **EMPLOYMENT:**

Subject to any applicable provisions of state law or regulations, the School Department hereby employs the Food Service Manager in Gloucester, Massachusetts, and accepts employment as the Food Service Manager of the Gloucester Public Schools in Gloucester, Massachusetts upon the terms and conditions hereinafter provided.

2. **TERM:**

The term of this agreement shall commence on **July 1, 2006** and shall end on **June 30, 2008**.

3. **COMPENSATION:**

The Gloucester Public Schools agrees to pay the Food Service Manager an annual salary of **\$55,550**. The work year shall be 12 months (261 work days) and includes requirement for some evening meetings and events.

4. **DUTIES AND RESPONSIBILITIES:**

The Food Service Manager shall diligently, faithfully, and competently perform the duties and responsibilities set forth in the job description as the Food Service Manager. He shall fulfill all the terms and conditions of this contract. He shall comply with the policies and procedures of the School Department and shall serve and perform such duties at such times and places as the Superintendent may from time to time direct.

5. **STATE/CITY RETIREMENT:**

The Food Service Manager shall be a member of the City of Gloucester Municipal Retirement System. Nothing in this agreement shall prohibit the Food Service Manager from joining the M.T.R. System.

6. **FRINGE BENEFITS:**

- A. **Benefit Leave** -- The Food Service Manager shall be entitled to 11 state holidays; 12 sick days per year; 3 personal days (additional time at the discretion of the superintendent); and 20 vacation days paid per year. Five bereavement days for members of immediate family are also available with the Superintendent's approval.
- B. **Group Insurance** -- The Food Service Manager may participate in the group insurance program provided to all city employees. Seventy-five percent (75%) of premium costs will be paid by the city and twenty-five percent (25%) of all costs will be paid by the Food Service Manager.
- C. **Tax Sheltered Annuities** -- Nothing in this contract shall prevent the Food Service Manager from participating in various tax shelter annuity (403 B) programs.
- D. **Dental Plan** -- During the life of the contract, the Food Service Manager may participate in the group dental insurance program provided to all city employees.
- E. **Life Insurance** -- During the life of the contract, the Food Service Manager may participate in the group life insurance program. City contributes toward \$5,000 coverage; employee may purchase additional insurance.
- F. **Mileage Reimbursement** -- The Food Service Manager will receive car mileage reimbursement at the standard rate of .365 cents per mile with proper documentation submitted to the Accounting Office.

7. **PROFESSIONAL DEVELOPMENT:**

The Gloucester School Department will pay up to \$1,000 per year for reasonable expenses incurred in attending workshops, seminars, and conferences (including fees, meals, lodging and transportation).

8. **PERFORMANCE RELATED GOALS:**

The Food Service Director and the Assistant Superintendent (Operations) may annually agree to performance related goals that when met can result in a bonus of up to 3% of the Food Service Director's annual salary.

9. **INVALIDITY:**

If any paragraph or part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective on all parties.

10. **ENTIRE AGREEMENT:**

This contract contains the entire agreement between the parties. It may not be amended orally but may be amended only by agreement in writing signed by both parties. Commencing upon signing, it supersedes all prior agreements between the parties.

11. **TERMINATION:**

In the event the Food Service Manager desires to terminate this agreement, He shall endeavor to give 60 days notice to the Superintendent.

In the event the Superintendent wishes to terminate this contract the employee must be notified at least 60 days prior to June 30, 2008, of his/her proposed non-renewal of this agreement or his/her wish to modify this agreement.

12. **EVALUATIONS:**

The performance evaluation of the Food Service Manager shall be conducted annually. The evaluation shall be conducted by the Assistant Superintendent (Operations).

13. **CONTRACT:**

It is agreed by both parties that the Food Service Manager reports directly to the Assistant Superintendent (Operations).

Please sign and return one copy to the Superintendent's Office.