



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Director of Food and Nutrition Services

Location: Kurzman Administration Services, Crary Campus

Minimum Qualifications:

- Bachelor's Degree preferred.
- SNS Credentialed or SNA Level 3 Certified preferred.
- Three to five years' experience in food service management and purchasing.
- Demonstrated ability to work collaboratively and effectively with all District employees and employee groups in a variety of roles and situations.
- Computer Skills: Microsoft Windows, POS systems, Meal Magic software preferred.
- Exemplary communication, problem solving, record keeping, and organizational skills.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Duties/Responsibilities:

- Administer the operation of the National School Lunch and Breakfast programs, Summer Food Service Program, early childcare food programs, vending, Senior Center Food Program, catering and other food operations in accordance with federal, state, and BOE policy.
- Direct the expenditure of the food service budget; responsible for sound fiscal management of operations
- Responsible for compliance of all state and federal regulations for meal programs. Prepare all local, state and federal reports as required.
- Oversee menu planning to ensure compliance with USDA meal pattern regulations for all food programs.
- Oversee all food, supplies and equipment purchases for all programs.
- Develop and maintain recipes for the purpose of ensuring quality, standardization and consistency.

- Administer food service policies, cleanliness, health, and safety, via inspection of school meal facilities.
- Oversee EBF Free/Reduced Meal Application process and associated audits.
- Oversee the interviewing, screening, hiring, transferring, promotion, demotion, or dismissal of food service workers. Train, manage and supervise food service managers, office and kitchen staff; Implement strategies to create an atmosphere that promotes excellence in customer service.
- Participate in meetings, workshops and conferences for the purpose of gathering information and to meet annual professional standards requirements for Food Service Director.
- Oversee professional development and training for all food service personnel by planning/organizing annual in-service training programs that meet Professional Standards requirements for all staff.
- Assist with leading Local Wellness Policy Initiatives and coordinate functions of the school meals program, with stakeholder groups including administrators, teachers, students and the community.
- Conduct nutrition education activities for the district students and families.
- Oversee purchasing & procurement functions including competitive bidding, informal quotations or negotiation for the purchase of all materials, supplies, and equipment for all departments in compliance with Federal & State procurement regulations and BOE policy.
- Carry out other duties as assigned by the Assistant Superintendent.

Reports To: Assistant Superintendent, Business and Operations

Workday/Week: Monday – Friday, 52 week position

Starting Date: To be determined

Compensation: Administrative Base Salary Range: \$97,000 - \$114,000*
***Salary range based on experience and education level**

Posting Date: June 29, 2026

Posting Deadline: Until Filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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