

**POSITION OPENING**  
**HARBOR BEACH COMMUNITY SCHOOLS**  
**402 S. FIFTH STREET**  
**HARBOR BEACH, MI 48441**

**POSTING DATE:** February 9, 2026

**POSITION:** PreK-12 School District Food Service Director

**JOB SUMMARY:** We are seeking a dedicated and student-focused PreK-12 School District Food Service Director to lead the district's child nutrition and wellness program. This position supports student health, learning, and community well-being through high-quality, compliant meal compliance and service. The Food Service Director oversees all aspects of district food service operations in compliance with USDA Child Nutrition Programs and Michigan Department of Education (MDE) requirements.

**QUALIFICATIONS:**

- Some education in Nutrition, Food Service Management, Business, or related fields is preferred but not necessary.
- Some food service management experience, preferably K–12. preferred but not necessary.
- Knowledge of USDA Child Nutrition Programs and MDE requirements
- Strong leadership, organizational, and communication skills
- Serve Safe Certification (or ability to obtain)
- School Nutrition Specialist (SNS) credential preferred but not necessary.
- Experience with Michigan school meal programs and POS systems preferred but not necessary.

**JOB DESCRIPTION:**

**Requirements, Responsibilities and Duties**

- Manage and oversee daily food service operations district-wide
- Ensure compliance with USDA, MDE, and state/local health regulations
- Plan nutritious, appealing menus meeting federal meal requirements
- Prepare and manage the food service budget
- Supervise, train, and evaluate food service staff
- Maintain accurate records, reports, and reimbursement claims
- Promote safe, sanitary, and welcoming meal environments
- Collaborate with administrators, staff, students, and families

This job description provides an overview of the primary responsibilities and qualifications for the PreK-12 School District Food Service Director position. It is not an exhaustive list, and candidates may be expected to perform additional duties as required by their supervisor.

**TERMS OF EMPLOYMENT:** We are offering a salary wage of \$35,000-\$42,000 based on work experience. We also offer a competitive benefits package.

- **APPLY TO:** Email letter of application, resume and any credentials to:
- Mr. William C Chilman IV, Ed.S. Superintendent
- Harbor Beach Community Schools, Go Pirates
- [hr@hbpirates.org](mailto:hr@hbpirates.org)
- **DEADLINE:** March 9, 2026, or until filled
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- **STATEMENT OF ASSURANCE:** It is the policy of the Harbor Beach Community Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Harbor Beach Community Schools, 402 S. Fifth Street, Harbor Beach, MI 48441