



Positions: Director of Food Service

Location: District-Wide

Salary: \$70,000 - \$90,000

Reports To: Exec Dir of Business Services

Qualifications:

EDUCATION and/or EXPERIENCE:

- BS/BA in Food and Nutrition, Hospitality Management, Dietetics, Business or equivalent
- School Nutrition Association certification, SNS credentials, Serve Safe Manager certification, allergen certification
- Food Safety certification
- Valid Michigan Driver License
- Must meet School Nutrition Director continuing education/training requirements
- Minimum of four (4) years in a supervisory capacity preferred
- Proven ability to manage personnel and resources and communicate effectively with staff, parents, and community
- Ability to work collaboratively with administration, staff, students, parents, and members of the community
- Proficiency in creating and managing a budget
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Description:

The Director of Food Services is responsible for menu planning, development, implementation and evaluation of all School Meals programs; responsible for the supervision of all Food Service Department staff, responsible for ensuring all school facilities are in compliance with all local, state, and federal policies and procedures; responsible for the completion and maintenance of all required records; knowledge of Meal Magic POS system preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and coordinate the daily operation of the district's food service program, including the daily cash flow;
- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements;
- Maintain full production records on all meals;
- Provide on-the-job training to staff in areas of food production, sanitation, computerized cash registers, etc.;
- Supervise, hire, evaluate, discipline and dismiss employees;
- Develop specifications, solicit competitive prices, and requisition all food, equipment and supplies for the department;
- Plan and type menus that conform to federal regulations and provide nutritional and appetizing foods utilizing USDA commodities;
- Uploads menus monthly to district website;
- Knowledge of Meal Magic POS system;
- Responsible for substitute employees working in the food service department;
- Evaluate meal costs and recommend changes as appropriate;
- Prepare annual food Service budget;
- Audit and approve employee time sheets;
- Develop and prepare all reports for the Michigan Department of Education;
- Take a monthly physical inventory of all food products and supplies;
- Monitor the use of inventory and ordering of USDA commodities;
- Process and approve all applications for free and reduced lunches and keep records current for state audits;
- Coordinate food purchases, preparation and personnel for special events;
- Order all daily and special foods from vendors;
- Process all accounts payable information weekly;
- Plan staff in-services;
- Plan and implement work schedules and recommend changes in staffing levels;
- Promote student satisfaction by merchandising and serving meals in an attractive manner.
- Assure sanitation and safety procedures in all phases of the food service operation;
- Assess food service equipment needs;
- Responsible for committing to and participating in the district Wellness committee;
- Assist in the continued enhancement of the district by modeling appropriate behavior for and toward students and staff, and by displaying professional conduct at all times;
- Keep informed of laws, policies and procedures related to school Food Service;
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Keep in confidence student records and information as required under FERPA; HIPPA, etc.;
- Mandated reporter for Child Abuse and Neglect;
- Regular and reliable attendance is an essential function of the position;
- Performs other duties as assigned by the Executive Director of Business Services.

SUPERVISORY RESPONSIBILITIES:

Supervises and evaluates the work of district staff assigned.

Method:

Applicants must complete online application, applying to this position. Documentation to be uploaded and submitted with application include: Letter of application including a review of experience appropriate to the position, transcripts of university credit, letters of recommendation, resume, appropriate certificates.

EEO STATEMENT:

Romeo Community Schools does not discriminate and expressly prohibits harassment on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information or any legally protected characteristic. In its programs and activities, including employment opportunities. In addition to federal law requirements, Romeo Community Schools complies with applicable state and local laws governing nondiscrimination in employment in every building. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in disciplinary action up to and including termination of employment. Concerns or questions should be filed with the Office of Employee Services.