OPEN POSITION: FOOD SERVICE DIRECTOR

POSTED: 3-5-2020       DEADLINE: UNTIL FILLED       FTE: 1.0 FTE

PREFERRED START DATE: MARCH 30, 2020

Job Description: The Director of Food Services is directly responsible for menu planning, development, implementation and evaluation of all School, and Summer Meal programs including the supervision and evaluation 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; responsible for budget oversight and procurement.

Salary: $40,000-$50,000 based on experience and qualifications, and fringe benefits.

Qualifications:
• Associate’s degree in Food & Nutrition, Hospitality Management, Dietetics, or equivalent
• School Nutrition Association credentials, SNS certification preferred or willing to attain within 1 year
• Food Safety certification (ServSafe certified)
• Must meet School Nutrition Director continuing education/training requirements
• Knowledge of Meal Magic POS preferred
• Alternatives to the above as deemed appropriate by the Board of Education
• Minimum 3 years of school nutrition management experience

Special Knowledge/Skills/Responsibilities:
• Retains knowledge of Child Nutrition program regulations
• Oversees and coordinates the daily operation of the District’s food service program
• Processes Free/Reduced Meal Applications and Verification according to federal regulations
• Processes any required district, state and federal reports
• Retains required documents in an organized manner for required retention periods
• Implements all federal requirements associated with the National School Lunch, National School Breakfast and USDA Summer Food Service Program
• Accepts responsibility for menu planning and nutrient analysis for all menus. Implements planned menus that are cost effective, consistent with principles of good nutrition and meet all local, state and federal guidelines and regulations
• Possesses experience in supervision and food production
• Maintains HACCP training, Food Safety Management Certification, and assist in Food Safety standards
• Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management
• Works independently; self-starter with strong organization skills
• Hires, trains, manages staffing levels and employee absences, as well as, supervises employees.
• Provides exemplary customer service for students, staff and community
• Establishes quality standards for the presentation and service of food

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, marital, national origin or ancestry, sex, disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, or be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062. (586) 727-3565.
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- Carries out a program of inspection and supervision through scheduled visitation to all cafeterias to ensure high standards of cleanliness and safety are maintained; observe possible improvements in operations
- Ensures that all School Nutrition Program Employees receive annual continuing education/training required for their position, and maintain adequate documentation of those trainings
- Possesses skills necessary for planning and implementing catered events
- Coordinates and leads district Wellness Committee
- Knowledge of computer systems with appropriate software for Child nutrition programs, i.e. POS system, spreadsheets, word processing, electronic mail, web site usage, and on-line ordering
- Establishes and implements budgeting and financial management systems to meet financial goals and objectives for the program
- Directs the operation of the food service program to provide cost effective program
- Attends training necessary to meet USDA professional development standards
- Other duties as assigned by Deputy Superintendent

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the district’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES: Ability to apply knowledge of current research and theory in specific Food Service field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Preference given to those with education and experience in counseling and administration.

WORKING CONDITIONS:
Language Skills – Ability to read, analyze, and interpret documents. Ability to write clear correspondence and messages. Ability to effectively present information and respond to questions from administrators, staff, parents, students and the community.

Mathematical and Reasoning Skills – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential
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functions.

The employee works within an office setting and moves about as needed. The job typically requires minimal physical exertion; individuals in this position may be on their feet throughout the workday. The person in this position needs to occasionally move about inside the office and building. The employee may need to sit for extended periods of time. In addition, the person may need to occasionally push or lift equipment or boxes. The employee may need to travel to other buildings occasionally. The employee will need specific vision abilities to perform office work. The employee is required to work at a computer. The employee may be required to meet multiple demands from several people and interact with the public and other staff.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed primarily indoors. The office area is busy at times. It is an open area where the employee is faced with interruptions. In addition, there are deadlines associated with this position. The work requires intense concentration at times with attention to detail and accuracy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

Applicant Submission:
Anyone interested in applying for this position should submit a letter of interest, resume, and transcripts to:

Brian Walmsley, Ed.S., Superintendent
Richmond Community Schools
35276 Division Road
Richmond, MI 48062

Or e-mail to: jthiel@richmond.k12.mi.us

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