Announcement of the following vacancy for the 2020-2021 school year.

**SUPERVISOR OF FOOD SERVICE**

**Minimum Qualifications:**

1. Enrollment in or completion of Bachelor’s Degree in one of the following areas:
   - Foods and Nutrition
   - Dietetics
   - Hotel and Restaurant Management
   - Home Economics
   - Two years’ experience in a food management position.
   - Such alternatives to the above as the Superintendent or his designee may find appropriate and acceptable.

2. Safe Serv Certification and certified as a trainer
3. Member of MSBO Food Service Committee or willing to become a member

**Job Goal:**
To direct the food service staff in the procurement, preparation and serving of attractive, nutritious and palatable meals, at the correct temperature, using approved sanitation techniques. Knowledge of catering and banquet preparation is required. She/he must be responsive to the ever-changing work environment.

**Reports to:** Director of Business and Human Resources

**Performance Responsibilities:**

1. Ensure district is in compliance with state and local regulations as outlined by the Michigan Department of Education and United States Department of Agriculture in the operation of school lunch and breakfast programs.
2. Develop menus for lunch and breakfast programs.
3. Visit all lunchroom facilities as often as possible to ensure high standards of cleanliness and safety are maintained; observe possible improvements in operations.
4. Oversee operations of breakfast programs.
5. Assume responsibility for checking all equipment in the cafeteria area is in safe working condition and notify the appropriate authority when replacements or repairs are needed.
6. Review and evaluate all existing equipment; request and recommend purchases of new and replacement equipment.
7. Prepare specifications and bid conditions for all items requiring such bids by law or the Board of Education policy.
8. Develop an annual budget for the food service department in conjunction with the Director of Business Affairs.
9. Order food, equipment and other related supplies for the food service department.
10. Maintain periodic inventory of all food, supplies and equipment.
11. Assume responsibility for the security of food and supplies.
12. Complete all local, state and federal reports as required.
13. Assist in the development of job descriptions for food service employees.
14. Plan, coordinate and cater special events and banquets district-wide.
15. Work with Meal Magic and PowerSchool imports/exports
17. Other duties as assigned.
**Nutrition Responsibilities:**

1. Develop and administer an acceptable, nutritious and palatable student-oriented lunch and breakfast for 2,000 plus students.
2. Plan and supervise preparation and serving of menu items.
3. Test recipes for student acceptance.
4. Provide assistance and suggestions to employees for preparation and serving of U.S.D.A. commodities.
5. Receive suggestions from student groups regarding choice preferences, making every effort to incorporate suggestions and ideas into the food service program within U.S.D.A. guideline constraints.
6. Act as consultant to faculty, staff and parents in planning lessons relative to foods and nutrition.
7. Interact with parent advisory councils to facilitate the success and evaluation of the food service department.
8. Provide nutrition information to student and parent groups.
9. Increase student nutrition awareness through the distribution of monthly menus.
10. Provide information to the public through district newsletter articles.
11. Sponsor promotional events which impact positively on student nutritional awareness.
12. Other duties as assigned.

**Personnel Responsibilities:**

1. Interview, screen and recommend appointment of all food service personnel.
2. Evaluate performance of all food service personnel.
3. Verify all payroll information for food service personnel.
4. Update employees on administrative actions and activities of the district.
5. Train employees in the maintenance of mandated levels of safety and sanitation.
6. Supervise training of employees and work schedules.
7. Provide relative in-service education instruction for all food service employees.
8. Member of the negotiations team for the food service collective bargaining agreement.
9. Other duties as assigned

**Terms of Employment:**

- 202 days, 8 hours per day, Salary between $47,839 and $54,197 based on experience and qualifications.

**ADA Requirements:**

- Commercial kitchen environment; hot stoves, heavy pots & pans, moving trays and carts; working with knives and electrical appliances; interacting with students and staff; office environment.

*Internal and external candidates are required to visit our website at [www.solake.org](http://www.solake.org) and complete an online application and attach the following information: Cover Letter, Resume, Recommendation Letters, Transcripts and Certification.

Online applications will be accepted through [September 8, 2020, by 2pm](http://www.solake.org).*

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The Board of Education is committed to maintaining a learning and working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, creed or ancestry, sex, marital status, genetic information, height, weight, sexual orientation, disability or age. The School District prohibits harassment and other forms of discrimination whether occurring at school, on School District property, in a School District vehicle, or at any School District related activity or event. Furthermore, the Board is committed to equal employment opportunities and the prevention of discrimination in all aspects of employment, including recruitment, selection, training, promotion and retention of staff. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. For additional information, contact the Director of Human Resources or the Director of Special Services, 23101 Stadium Blvd., St. Clair Shores, MI 48080, (586) 435-1600.