



# Kalkaska Public Schools

Posting / Employment Opportunity

May 10, 2018

## Food Service Director

2018-2019 School Year

### Qualification Requirements

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;\* **OR** Bachelor's degree in any academic major, **and** State-recognized certificate for school nutrition directors; **OR** Bachelor's degree in any academic major, **and** at least **1** year year of relevant school nutrition programs experience; **OR** Associate's degree or equivalent educational experience, with academic major in specific areas,\* **and** at least **1** year of relevant school nutrition programs experience; **OR** High school diploma (or GED) **and** at least **3** years of relevant experience in school nutrition programs.
- Experience: A minimum of five to seven years of progressively more responsible or expansive experience in Food Service Operations, including three to five years of supervisory responsibility, is required.
- Experience in institutional food preparation, kitchen management and materials procurement is preferred.

### Essential Duties and Responsibilities

- Supervisory Responsibilities: This position has supervisory responsibilities.
- Ability to perform complex and technical tasks.
- Ability to function in a fast paced environment.
- Knowledge of school system's nutritional requirements and applicable local and state policies and regulations.
- Ability to communicate and collaborate with staff, school organizations (such as PTO, School Boosters, etc.) school administrators, and central office staff.
- Strong written and verbal communication skills, financial management and budget and people management.
- While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials.
- There is occasional stooping, bending and reaching.
- The employee must occasionally lift and/or move up to 50 pounds.
- Close vision is required to perform computer related tasks
- Conducts research to improve existing practices and services.
- Establishes and maintains a marketing program including merchandising and nutrition education.
- Prepares forecasts and financial budgets and accounts for expenditures. Generates additional revenue if program is not self-sufficient.
- Recommends pricing and program changes.
- Follows best practices in the industry and administers district policies and procedures.

Essential Duties and Responsibilities	<ul style="list-style-type: none"><li>• Provides acceptable program performance in areas monitored by regulatory agencies including public audits, Federal Coordinated Review Effort, County Health Department, State Department of Education and the USDA.</li><li>• Hires, trains and evaluates new employees.</li><li>• Directs, manages, and provides oversight for food and nutrition program and related staff.</li><li>• Evaluates effectiveness of current design and initiates improvements and/or improvements based upon analysis of nutrition and program effectiveness.</li><li>• Partners with administration to accomplish district vision, mission and goals.</li><li>• Provides regular communication to the community and superintendent.</li><li>• Maintains safe food handling practices and facilities in accordance with Federal, State, and local procurement regulations.</li><li>• Performs special assignments as directed by the Superintendent.</li><li>• Regular and reliable attendance.</li><li>• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.</li></ul>			
Salary and Benefits	\$38,000 - \$45,000, plus benefits; 220 days/year			
Deadline	3:00 p.m. on May 29, 2018 or until filled			
Method of Application	<div>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</div> <table><tr><td>Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</td><td>Or electronically as ONE document to: jobs@kpschools.com</td></tr></table>		Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: jobs@kpschools.com
Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: jobs@kpschools.com			
Contact Information	Please direct questions to Karen Sherwood at e-mail ksherwood@kpschools.com.			
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>				