



Kalkaska Public Schools

Posting / Employment Opportunity

April 26, 2024

EXTERNAL Director of Food and Nutrition Services

2024-2025 School Year

Position Details	Kalkaska Public Schools seeks to fill a full-time Food Service Director position beginning in July of 2024. The Food Service Director manages all aspects of the food service department and ensures our food service operations are safe, efficient, cost-effective, and operate within all federal, state, and local regulations.
Qualification Requirements	<ul style="list-style-type: none">• Bachelor of Science in Food Service Management, Dietetics, or equivalent.• Knowledge equivalent to that normally acquired through the completion of a four-year college degree program such as previously mentioned may be considered.• Minimum five years of progressively more responsible or expansive experience in food service operations.• Minimum of three years of supervisory responsibility.• Experience in institutional food preparation, kitchen management and materials procurement is required.
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Able to perform complex and technical tasks.• Possess strong written and verbal communication skills.• Possess financial management and budgetary skills.• Required to sit or stand for long periods and occasionally must manually move, lift, carry, pull or push heavy objects or materials. There is occasional stooping, bending and reaching. (Employee must occasionally lift and/or move up to 50 pounds.) Close vision is required to perform computer related tasks.• Conduct research to improve existing practices and services.• Establish and maintain a marketing program including merchandising and nutrition education.• Prepare forecasts and financial budgets and account for expenditures. Generate additional revenue if program is not self-sufficient.• Recommend pricing and program changes.• Provide 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.• Follow best practices in the industry and administer district policies and procedure.• Hire, train and evaluate employees.• Perform special assignments as directed by the Superintendent.• Regular and reliable attendance.

Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Direct, manage, and provide oversight for food and nutrition program and related staff. • Evaluate effectiveness of current design and initiate improvements and/or improvements based upon analysis of nutrition and program effectiveness. • Collaborate with administration to accomplish district vision, mission and goals. • Provide regular communication to Board of Education, community, and superintendent. • Maintain safe food handling practices and facilities in accordance with federal, state, and local procurement regulations. 		
Salary and Benefits	Compensation: Commensurate with experience		
Deadline	3:00 p.m. on May 9, 2024 or until filled		
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE PDF document to: jobs@kpschools.com </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE PDF document to: jobs@kpschools.com		
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheimeyer@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>			