



# Kalkaska Public Schools

*Posting / Employment Opportunity*

*February 17, 2026*

*Food Service Director*

*2026-2027 SY*

## **Position Details**

Kalkaska Public Schools seeks to fill a full-time Food Service Director position beginning in July of 2026. 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**

- 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.

## **Duties and Responsibilities**

- Perform complex, technical tasks.
- Strong written and verbal communication skills.
- Excellent financial management and budgetary skills.
- Sitting and/or standing for long periods and occasionally moving, lifting, carrying, pulling or pushing heavy objects or materials is a part of this position. Moreover, occasional stooping, bending and reaching is necessary (Employee must occasionally lift and/or move up to 50 pounds.) Close vision is required to perform computer related tasks.
- Conduct extensive 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.
- Excellent 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.
- 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.
- Perform special assignments as directed by the Superintendent.
- Regular and reliable attendance.

*This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

### **Compensation**

Compensation commensurate with experience.

### **Deadline**

3 p.m. on March 30, 2025 or until filled. KPS has set a goal is to interview and hire an excellent candidate in April. Qualified and certified candidates will be interviewed by an extensive committee.

### **Application Process**

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: [jobs@kpschools.com](mailto:jobs@kpschools.com).

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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