

# Chimacum School District Director of Food Service



4 hours per day plus applicable benefits



Chimacum School District is committed to success for all students and provides a wide range of high quality instructional programs and extended learning opportunities for students. The District serves just under 1000 students in four schools: primary school (birth to 2nd grade); elementary school (grades 3-5); middle school (grade 6-8), and a comprehensive high school (grades 9-12). All grades are housed on one campus with the exception of the primary school which is located one mile from the main campus in Port Hadlock. The community, parents, students, and staff are extremely proud of their schools and have demonstrated their ongoing support and pride through volunteerism and levy approval.

## The Position

The Director of Chimacum School District Food Service is responsible for the overall success of the food service operation adhering to the district's culture and guidelines, the Health Department's regulations, and overall standards and expectations of food quality, freshness and presentation. In this position the Director is responsible for overseeing the sanitation and safety of all kitchens, while ensuring that all kitchen employees produce delicious, eye-appealing and nutritious food, while meeting financial budgetary goals. This position solves problems creatively, professionally, rapidly and fairly as well as maintains and teaches a good work ethic, and developing a sense of teamwork and cooperation within the team.

## BASIC FUNCTION

Plan, organize, and direct the Chimacum School District Food Service Department; locate and allocate resources; supervise and evaluate the performance of assigned personnel.

Supervise, direct and communicate to produce a food service program of high standards that align with the objectives of the School Board Wellness Policy (6700) and the District's standard for excellence. Bi-annual evaluations, documentations, monthly meetings, and brief updates are required.

Develop and implement a strategy to support a wellness program for staff including sustainable and local, organic food options as part of the culinary program.

## REPRESENTATIVE DUTIES

Plan, organize, and direct a variety of programs, services and activities related to food services including menu planning, preparation and purchasing. Meets all timelines for menus and ordering of food.



Develop and prepare the annual budget for the Food Service Department; analyze and review budgetary and financial data. Monitor and authorize expenditures in accordance with established guidelines.

Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Communicate with administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Track Free and Reduced meal regulations. Complete state reports.

Train staff to optimize culinary excellence at all points of service and promote a positive public image. Ensure that proper standards are followed by all culinary personnel. Conduct staff meetings.

Comply with USDA National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Adheres to all State and County Safe Food Handling Procedures and requirements. Develop a safe working environment for all staff, employees, students and anyone within the boundaries of the kitchen environment.

Promote and encourage community support. Work with community groups to increase understanding and support for the program. Develop school and community interactions with departments, community chefs and local food councils.

## EDUCATION AND EXPERIENCE

Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized certificate in food and childhood nutrition, food service management, dietetics, family and consumer sciences nutrition education, culinary arts, or business; or

Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education culinary arts, business, or a related field; and at least one year of relevant school nutrition programs experience; or

High school diploma (or GED) and 5 years of experience in school food service.

## PREFERRED QUALITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to solve practical problems and to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage, area, circumference, and volume.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.
- Ability to read and interpret documents such as policies and procedures and safety rules.
- Proficient in computer knowledge, including word processing, email, Skyward Database, POS systems and Nutrikids knowledge is helpful.
- Ability to handle multiple projects or tasks.
- Ability to keep own stress under control; exhibits spirit of helpfulness.
- Ability to develop staff who promote and exhibit positive working relationships with other staff, students, food distributors, parents and community.
- Manage a working kitchen and food service with its satellite school(s) that exhibit professionalism and excellence as a role model for Chimacum School District.
- Coordinate outreach for community partnerships and support for wellness and nutrition

## Contractual Conditions

The annual contract is for 195 work days with 11 paid holidays. **This is a 4 hour per day position plus applicable benefits.**

## Application Procedure

Applicants should submit the following materials:

- District Application Form
- A letter of application
- Professional Resume
- Placement credentials including current letters of recommendation (or) current letters of recommendation

Application may be submitted online only at <http://www.csd49.org>



## Timeline

**Application window: June 26 – July 11, 2018**

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