

CHIMACUM SCHOOL DISTRICT

JOB ANNOUNCEMENT

June 26, 2018

DIRCTOR OF FOOD SERVICES

Four (4) Hours Per Day

195 Days Per Year

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, pre-purchased from local farms. Order commodities that fit with school board wellness objectives.
- 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.
- Ensure all products and purchases meet sustainability guidelines. 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 uniform 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.
- Perform related duties as assigned.

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

KNOWLEDGE OF

- Planning, organization and direction of food services.
- Nutritional dietary requirements of school-aged children.
- Sanitation and safety practices related to cooking and serving food.
- Federal and State regulations for Child Nutrition Program.
- HACCP standards; sanitation and safety practices.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.

APPLICATION MATERIALS REQUIRED

Complete Online applications include: letter of interest, completed district certificated application, resume, three (3) letters of recommendation.

SUBMIT ALL APPLICATION MATERIALS ONLINE

Chimacum School District

Stephanie McCleary, HR Director

PO Box 278 (91 West Valley Rd)

Chimacum WA 98325

Telephone (360) 302-5894, Fax (360) 732-4336

Timeline

Application window: June 26 – July 11, 2018

Open Until Filled

The district reserves the right to modify, interpret, or apply this job description in any way the district desires. This job description is illustrative and in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. The job requirements are subject to change within the district's sole discretion to reasonably accommodate qualified disabled individuals.

Chimacum School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Chimacum School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Mark Barga at (360)344-3270.

Title IX Coordinator

Holly Patton
PO Box 278-Chimacum WA 98325
360.302.5886
Holly_patton@csd49.org

Section 504/ADA Coordinator

Holly Patton
PO Box 278-Chimacum WA 98325
360.302.5886
Holly_patton@csd49.org

Compliance Coordinator for 28A.640 and 28A.642 RCW

Stephanie McCleary, HR Director
PO Box 278 – Chimacum WA 98325
360.302.5894
Stephanie_mccleary@csd49.org

NOTE: All new employees are required to undergo a criminal history check via fingerprint cards with the Washington State Patrol and FBI. Employment is conditional pending a satisfactory background check.

Chimacum School District is a smoke free/drug free workplace.