

**ROMEO COMMUNITY SCHOOLS**  
**NOTICE OF VACANCY – Internal/External**  
**May 2018**

**Director of Food Services**

**QUALIFICATIONS:**

- BS/BA in Food & Nutrition, Hospitality Management, Dietetics, or equivalent
- School Nutrition Association credentials, SNS certification preferred.
- Food Safety certification
- Valid Michigan License
- Must meet School Nutrition Director continuing education/training requirements
- Knowledge of Meal Magic POS system required
- Alternatives to the above as deemed appropriate by the Board of Education

**Special Knowledge/Skills/Responsibilities**

1. Knowledge of Child Nutrition program regulations
2. Knowledge of nutritional requirements for students and adults
3. Ability to plan, direct, and implement purchasing, warehousing and distribution
4. Experience in supervising menu planning, food production and cost controls
5. HACCP training necessary to implement Food Safety standards
6. Effective communication (verbal and written) and interpersonal skills
7. Ability to work independently; self-starter with strong organizational skills
8. Ability to hire, train, manage staffing levels and employee absences, as well as, supervise employees
9. Must provide or ensure that all School Nutrition Program Employees receive annual continuing education/training required of their position, and maintain adequate documentation of those trainings
10. Knowledge of general accounting practices and mathematical ability
11. Ability to provide customer service to students, staff, and community
12. Skills necessary for planning and implementing catered events
13. Extensive knowledge of office machines and computer systems with appropriate software for Child Nutrition programs, i.e. POS system, spreadsheets, word processing, electronic mail, web site usage, on-line ordering, and video displays.
14. Competence in nutrition education, materials development and evaluation
15. Ability to plan, implement and coordinate all marketing activities to schools and community

**REPORTS TO:** Executive Director of Business Services

**SUPERVISES:** Food Services Staff

**JOB GOAL:** The Director of Food Services is responsible for menu planning, development, implementation and evaluation of all School Meals programs; responsible for the supervision of all Food Service Department staff; responsible for ensuring all school facilities are in compliance with all local, state, and federal policies and procedures; responsible for the completion and maintenance of all required records; knowledge of Meal Magic POS system required.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations. Essential Functions of the job as per the Americans with Disability Act (ADA).

**TERMS OF EMPLOYMENT:** Full-time, 230 days, August – June.

**SALARY RANGE:** \$55,467 - \$62,473

**EVALUATION:** Performance of this job will be evaluated by the Executive Director of Business Services

**APPLICATION PROCESS:** Applications will be accepted until position is filled.

For consideration, internal applicants must submit a letter of interest, including a review of experience appropriate to the position, to Vicki Laseke, Executive Director of Business Services. Additional recommended documentation includes:

1. Resume
2. Transcripts of university credit and/or appropriate certificates
3. Letters of recommendation

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#### Notice of Non-discrimination

*In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990, it is the policy of the Romeo Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, genetics or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service, or in employment. Any employee or member of the community of Romeo Community Schools, believing to be discriminated against should contact Employee Services, 316 North Main Street, Romeo, Michigan 48065, 586-281-1411.*

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