



## SCHOOL DISTRICT OF SHIOCTON

N5650 Broad St, P.O. Box 68, Shiocton, WI 54170-0068  
(920) 986-3351 • Fax (920) 986-3291

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### Food Service Director Job Posting

The School District of Shiocton is seeing a dynamic and experienced Food Service Director to lead our food service program. This position has direct responsibility for day to day operations of the PK-12 school kitchen providing breakfast and lunch to PK-12 school district and the Shiocton Child Care Center.

This is a 1.0FTE position with a 210-day contract. Work hours are 6:00AM to 2:00PM.

#### **Qualifications**

- High school diploma or GED **and**
- Three (3) years of relevant food service experience (required per DPI/USDA)
- Serve Safe certification (or ability to become certified)
- Demonstrated experience in managing a food service program preferred
- Completion of at least eight (8) hours of food safety training (required for new Food Service Directors) -either not more than five (5) years prior to starting date or completed within 30 days of start date.

#### **General Description**

Job functions include administering, planning, directing, assessing, implementing, and evaluating the District's nutrition program – breakfast and lunch – for the students and staff during the school year, as well as children enrolled in the Shiocton Child Care Center (year-round). The nutrition program is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Also responsible for supervision of foodservice staff, ensuring that all staff have met required trainings and are meeting expectations regarding food prep and kitchen sanitation, as well as generally performing at expected level.

**Salary and Benefits:** Salary is commensurate with background, education, and experience. Benefits include health and dental insurance, life insurance, professional development opportunities, paid time off, access to on-site child care center, complimentary membership to the Shiocton Fitness Center

**Application:** Interested candidates should submit application via WECAN, including letter of interest, resume, certification of Serve Safe, and three (3) letters of recommendation to the attention of Mrs. Nichole Schweitzer, District Administrator. Application deadline is **May 6, 2024**.



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### **Food Service Director Job Description**

Job functions include administering, planning, directing, assessing, implementing, and evaluating the District's nutrition program. The nutrition program is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

**Reports to:** District Administrator

**Work Hours:** 6:00AM to 2:00PM

**Work Year:** 210 days (beginning on/around August 10 through on/around June 15 plus 5 -10 days in July)

#### **Qualifications**

- High school diploma or GED **and**
- Three (3) years of relevant food service experience (required per DPI/USDA)
- Serve Safe certification (or ability to become certified)
- Demonstrated experience in managing a food service program preferred
- Completion of at least eight (8) hours of food safety training (required for new Food Service Directors) -either not more than five (5) years prior to starting date or completed within 30 days of start date.

#### **Skills and Abilities**

- Compassionate and positive attitude
- Excellent written and verbal communication skills
- Excellent interpersonal, leadership, and organizational skills
- Creative and effective problem-solving skills
- Working knowledge of food service and nutritional guidelines and best practices
- Ability to work quickly and efficiently
- Works well as part of a team
- Works well under pressure
- Maintains personal cleanliness

#### **Duties, Tasks, and Responsibilities:**

- Drafts and implements food service budget with the Business Manager and District Administrator; performs reasonable predictive forecast of expected meal services based on staff, student, and/or other applicable head counts
- Implements efficient management techniques to ensure all record and supporting documentation are maintained in accordance with local, state and federal laws and policies
- Schedules and coordinates maintenance, repairs, and improvements to food services facilities and equipment

*The School District of Shiocton does not discriminate on the basis of race, sex, color, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.*

- Develops specifications for, solicits competitive prices, and requisitions on all food, equipment, and supplies for the food service department
- Evaluates meal costs and recommends changes as appropriate
- Responsible to keep up with all Wisconsin Department of Public Instruction and USDA Guidelines for menu planning, Procurement of the USDA foods and delivery, free and reduced applications, and direct certification.
- Responsible for the child care center production records, menus, and keeping up with the CACFP Guidelines
- Responsible for the weekly nutrition's sodium, fats, calories, Meat/meat alternates, grains and vegetable sub groups are met
- Gathers comments, feedback, and other data about food and service quality
- Monitors food production and service to ensure that planned menus are followed and that substitutions comply with meal requirements and student allergies
- Responsible for handling all lunch funds received by the food service program
- Oversees registration for any food service fees and monitor student food service accounts in Skyward
- Ability to use a point of sale system and balance reports
- Monitor and maintain the free and reduced-price meal eligibility processes for applications and Direct Certification
- Ensures and/or maintains the safety and cleanliness of all food preparation, service, and work areas, tools, and facilities
- Responsible to oversee foodservice staff, organizes interviews, hiring process of new department staff, writes performance reviews, works with district administrator to handle discipline issues. Provides on the job training to staff in areas of food production and sanitation.
- Participates in in-service training as required
- Ability to work prolonged periods of standing and walking
- Must be able to lift up to 30 lbs.
- May be required to work in excessive heat and cold in association with the kitchen environment
- Maintains necessary requirements to be certified as a Food Service Director
- Must possess a valid Wisconsin driver's license and meet standard insurability requirements of the District.
- Demonstrates ability to perform the tasks that are required of supervised employees, including:
  - Assist staff in AESOP and approve weekly timesheets
  - Provide effective feedback to employees
- All other duties as assigned by District Administrator