



Announcement of Position Opening
MARSHALL PUBLIC SCHOOLS
FOOD SERVICE DIRECTOR
Posting Date: September 25, 2008

POSITION SUMMARY: The food service director provides leadership in the area of food service. The director directs the district's food service program in conformance with local, state, and federal regulations and requirements including public health and safety.

JOB QUALIFICATIONS:

- College degree in related field of Hotel Restaurant/Hospitality Management, or high school diploma with a minimum five (5) years of equivalent job-related experience
- Effective management/supervision techniques and technology capabilities
- Ability to organize, plan and efficiently execute responsibilities including department budget and other reporting requirements
- Knowledge of food preparation, menu planning, inventory control, record keeping and production schedules
- Background in school-related food service environment preferred
- Strong leadership and communication skills

JOB RESPONSIBILITIES: *The nature of responsibilities listed is a reflection of the job description*

- Monitor food production and service to assure that planned menus are followed and that substitutions comply with meal requirements
- Plan menus that conform to Federal regulations and provide nutritional and appetizing foods
- Manage food purchasing and supply
- Manage the point-of-sale Meal Magic system for pre-paid lunch program and tracking type and quantity of meals served
- Maintain standardized procedures for the performance of all food service operations
- Provide on-the-job job training programs for all new employees and in-service training for all food service employees in areas of food production, sanitation, etc.
- Interview, hire, discharge, supervise, and evaluate all food service staff in a fair, firm, friendly manner
- Maintain all necessary records for food service programs
- Work harmoniously with other supervisors and principals to achieve the most positive results for Marshall Public Schools and Marshall students
- Perform other duties as assigned

GENERAL INFORMATION:

Work Year: 44 Weeks

Salary & Benefits: Competitive salary and comprehensive benefit package

APPLICATION PROCEDURE: *Interested candidates must provide the following in application packet:*

- Letter of interest
- Resume
- Copy of Diploma/Transcripts
- Three (3) to five (5) Professional References
- Letter(s) of Recommendation
- Completed District "**DIRECTOR/SUPERVISOR**" Application (available online: www.marshall.k12.mi.us)

**ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED*

SEND COMPLETED APPLICATION PACKET TO: Marshall Public Schools
Human Resources
100 East Green Street
Marshall, MI 49068

DEADLINE TO APPLY: Until Filled