



Job Title: Assistant Food Service Director – Rockford High School
Date Posted: October 30, 2024
Contact Person: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
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Job Summary

Assistant to the Director of Food Service in both annual and day-to-day food and nutrition operations. Must have knowledge of the Michigan Department of Education (MDE), State of Michigan, USDA federal laws and regulations, and local district policies related to food service, purchasing, record retention, and property control. Maintains a positive working relationship with parents/guardians, staff, and students. Punctuality and good attendance are requirements for this position. Ability to work a flexible workday, work week, and work year. Demonstrate honesty, integrity, and professionalism at all times. Working with discretion and confidential information, exercises good judgment, makes decisions based on board policies, and establishes administrative guidelines. Experience coordinating programs preferred.

Essential Duties and Responsibilities

- Develops, plans, and evaluates recipes and/or menus based on recommended nutritional requirements, budgeted resources, and solicited input from students, parents, and staff.
- Supports sound financial management techniques and modern food service management principles.
- Supports and directs preparation, handling, and holding processes that provide nutritious, wholesome, and safe food to meet state and local Health Department standards.
- Assists in managing all Food Service staff, including selection/hiring, training, scheduling, and supervision.
- Implements a program for the selection, purchase, storage, and inventory control of food and supplies for all operations with the Food Service program.
- Supports training programs for personnel at all levels in the Food Service program to meet professional standards.
- Provides input to the district's need for food service equipment replacement, as well as kitchen, serving lines, and cafeteria.
- Establish procurement procedures for buying district equipment. Food and services meeting USDA guidelines.
- Supports annual Food Service budget and present to Finance Committee.
- Supports an atmosphere where students are encouraged to eat high-quality, healthy, nutritious meals.
- Complete all reports, applications, and claims in accordance with the USDA and Michigan Department of Education.
- Help develop and work towards achieving district strategic goals under the direction of the Food and Nutrition Director.
- Technology proficiency in both point-of-sale systems and general proficiency in Microsoft suite.

Education and Experience

- Bachelor's degree with a concentration in food and nutrition, food service management, dietetics, culinary arts, business, or a related field.
- Previous experience in K-12 Food Service or other Government based Food Service Department required.

Interested and qualified candidates are to apply online. Please click on the employment link at www.rockfordschools.org to complete an online application.

Deadline for applications:

Until filled