



***INTERNAL & EXTERNAL***  
**Notice of Vacancy - Non-Bargaining Staff**  
2025-2026 School Year

**DIRECTOR OF FOOD SERVICE (1.0 FTE)**

**General Duties:**

The director of food service will oversee and support food service operations across elementary, middle, and high schools within the East Grand Rapids Public School District. This is a hands-on leadership role which requires strict adherence to regulations and guidelines set forth by the United States Department of Agriculture (USDA), the Michigan Department of Education (MDE), and district-specific K-12 meal service policies. The director will commit to actively supporting daily operations at all levels and will invest approximately 50% of their time in direct support of food production and service. The director is responsible for all aspects of the food service program including maintaining best practices in food safety, meal planning, personnel training, purchasing and inventory management, facility planning, budgeting, state and federal reporting, vending and banquet operations, POS software maintenance, and other related duties. Additionally, the director will provide strategic leadership in administering and evaluating the district's food service program, overseeing staff management and development, ensuring regulatory compliance while advancing nutritional well-being, creating operational efficiencies, and ensuring meaningful collaboration with school and community stakeholders.

**Qualifications:**

- Bachelor's degree or equivalent educational experience in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field; or an Associate's degree or equivalent educational experience in one of the related fields along with at least 2 years of relevant school nutrition programs experience
- Ability to complete at least 12 hours of continuing USDA education annually
- Knowledge of federal and state law, as well as MDE rules and regulations relating to school food service
- Ability to lead, manage, supervise, and evaluate food service staff to ensure a healthy and successful environment
- Ability to plan and implement cost effective monthly menus for all buildings which comply with USDA regulations
- Willingness and commitment to include equity, social justice, and inclusion in all practices
- Ability to prepare and administer the operational budget and to complete all required state and federal reporting
- Willingness to apply for grants, as well as federal and state subsidies to support the district food service program
- Willingness to inspect school kitchen facilities to ensure that standard operating procedures are being followed
- Ability to work cooperatively with students, parents, teachers, administrators, and vendors
- Excellent organizational and communication skills (written, verbal, and listening skills)
- Experience in a school food service environment (preferred)
- Ability to be enthusiastic, friendly, flexible, and a team player who is committed to continuous improvement
- Ability to learn essential software, vending, and district systems and consistently apply District policies and procedures
- Knowledge of food service preparation, sanitation, and food service equipment (3-5 years experience preferred)
- Ability to take inventory, order supplies, and keep accurate records of food production, cash receipts, and other data
- Willingness and ability to obtain ServSafe Manager Certification and other essential certifications
- Self-motivation and ability to work independently with minimal supervision
- Ability to substitute for absent kitchen personnel and to execute all aspects of the food service program as needed
- Ability to lift 50 pounds and repeatedly lift, bend, squat, climb, and reach
- Excellent attendance record with a commitment to completing all duties as assigned

**Location:** East Grand Rapids Public Schools  
**Start Date:** June 2025 or earlier as mutually agreed  
**Compensation:** 260 day contract with salary commensurate with experience and qualifications  
**To Apply:** Interested applicants should apply at: <http://www.applitrack.com/kent/onlineapp>  
**Deadline:** Until filled

*East Grand Rapids Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504. Any person believing that the East Grand Rapids Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Carlye Allen and Jason Hoogenstyn, the local Coordinators at the following address: 2915 Hall Street, Grand Rapids, MI 49506. Phone (616) 235-3535.*

*Note to New Employees: Pursuant to PA 131, the selected candidate must receive clearance from the Michigan Department of State Police prior to the offer of employment. The candidate is responsible for the background check and drug screen fee; however, these fees will be reimbursed upon satisfactory results.*



### **District Profile**

East Grand Rapids Public Schools (EGRPS) is located in beautiful West Michigan. Our community surrounds two lakes (Fisk & Reeds), and is only a short distance (2-3 miles) from downtown Grand Rapids and 40 minutes from Lake Michigan.

EGRPS is a mid-size school district with approximately 2,900 K-12 students across three elementary schools, one middle school, and one high school. At the District Office, early childhood education and before- and after-school care are provided to our youngest learners. Due to our size, we pride ourselves on building strong community relationships and being able to know every student by name. East families are active partners in the education of their children and we are honored to be able to serve their children alongside them.

### **Points of Pride**

- District-wide commitment with a focus on supporting the whole child (our Strategic Plan may be found [here](#))
- Long-standing tradition of strong academic excellence
- Strong community and parent support of teachers, faculty, and school programs
- Comprehensive athletic programs (33 sport offerings) and co-curricular programs including K-12 theatre and robotics programs
- International Baccalaureate Diploma Programme
- 13 Advanced Placement courses
- Graduation rate six-year average above 99%
- Continuous engagement and collaboration utilizing staff and student voice in order to inform and improve the quality of our teaching and learning priorities and environment
- Commitment to equity, social justice, and inclusion in all practices
- K-8 implementation of aligned social emotional learning curriculum resources
- Systemic, sustainable, and intentional district-wide implementation of Restorative Practices
- Industry partnerships and internships with local businesses to provide authentic learning that enriches students' experiences
- Partnership with the [East Grand Rapids Schools Foundation](#) which provides over \$555K each year to support, enrich and extend our student and staff learning opportunities
- [Woodcliff Early Childhood Center](#) at our District Office which provides preschool and before and after care
- [School of Choice and Tuition Enrollment Program](#)