



SCHOOL NUTRITION ASSOCIATION OF MICHIGAN

"Providing our members with the resources to advance good nutrition for Michigan's children"

Food Service Employment Openings

Updated April 1, 2009

**RICHMOND COMMUNITY SCHOOLS
RICHMOND, MICHIGAN**

NOTICE OF VACANCY

March 24, 2009

The Richmond Community Schools announces the following *Management* vacancy in the district. Applications will be accepted through May 1, 2009.

POSITION

Food Service Manager
195 days or as arranged

QUALIFICATIONS

- Associates Degree and at least 3 years supervising a school food service operation. National Restaurant Association Serve Safe certified.
- Working knowledge of State and Federal rules and regulations governing school food service operations.
- Demonstrated success in managing and controlling costs in a food service operation.
- Demonstrated effectiveness in communicating and working effectively with stakeholders of various perspectives.
- Must be physically able to perform all the duties required of a food service manager in a school food service setting.

SALARY RANGE

2009-2010 Scale

\$35,000 to \$42,000 (Based on experience and contract days)

APPLICATION PROCEDURE

Interested candidates should submit a letter of interest and resume to the following individual by the deadline of May 1, 2009:

Mr. Chuck Hazekamp
Director of Business/Management Services
Richmond Community Schools
68931 Main St.
Richmond, MI 48062

The Richmond Community Schools is an Equal Opportunity Employer

RICHMOND COMMUNITY SCHOOLS BOARD OF EDUCATION

March 24, 2009

Title:

Reports To:

Employment Status:

FLSA Status:

JOB DESCRIPTION

Food Service Manager

Business Manager

195 days or as arranged

Exempt

Qualifications:

1. Associates Degree and at least three years of experience as a food service supervisor in a school and/or other related food service operation. National Restaurant Association Serve Safe certified.
2. Ability to communicate and work effectively with professional and support staff, bargaining units, community members, municipal agencies, and others as required.
3. Demonstrated the ability to work with school food service point of sale system (Meal Magic preferred) and computer databases.
4. Must be physically able to perform all duties required of the position.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

General Description:

Functions include planning, administering, directing, assessing, implementing, and evaluating all aspects of the food service program in order to meet the educational and nutritional needs of the children while complying with federal, state, and local laws, regulations, and policies.

Essential Functions:

Administration

- Complies with all federal, state, and local laws, regulations, and policies.
- Employs professional management techniques to maintain an effective and efficient school nutrition food service operation.
- Develops short and long term goals for the food service department that supports the philosophy and policies of the organization.
- Develops guidelines for providing services in response to disaster or emergency situations.
- Reviews current research and other information to determine health and nutrition-related trends, food service management developments, and other issues that may affect school nutrition programs.

Financial Management

- Establishes and implements budgeting and financial management systems to meet financial goals and objectives for the program.
- Directs the operation of the food service program to provide a cost effective program.
- Assists with designing and planning facilities that ensure high quality customer service, wholesome food production, and simplified workflow.
- Determines equipment needs and specifications consistent with budget and other constraints.
- Maintains a food service information system that monitors/increases the productivity and efficiency of the food service program.
- Trains staff in best practices of institutional food service programs.

Human Resources

- Provides technical assistance and training for school nutrition personnel, administrators, and other school support staff.
- Recommends personnel policies and procedures in order to meet district expectations, local, state, and federal regulations and laws.
- Develops job performance standards, identifies relationships of positions, and provides for performance improvement.
- Develops criteria for staffing, training, and evaluating personnel.
- Addresses employee performance concerns utilizing progressive discipline procedures.
- Establishes standards for the professional growth of the district's school nutrition program personnel.
- Performs job functions in an ethical manner as defined by the school district.
- Develops a long-range program for elevating the professional status of the school nutrition program in the school and larger community.

Nutrition

- Ensures planned menus that are cost effective, consistent with principles of good nutrition and meet all local, state, and federal guidelines and regulations.
- Maintains nutrition integrity of the school's child nutrition program through implementation of nutrition objectives.
- Works with school staff, teachers, and physicians to plan menus for children with special needs.

Operations

- Establishes quality standards for the presentation and service of food.
- Implements a customer driven philosophy that focuses on value and satisfaction.
- Develops procedures to ensure the food production system provides nutritious food of maximum quality.
- Ensures operational procedures for food production and distribution adhere to district, state, and federal regulations and guidelines.
- Establishes procedures to effectively ensure high levels of sanitation are maintained in the preparation and service of food.
- Develops and integrates food safety regulations in all phases of the food service department.
- Develops and implements policies and procedures to ensure environmental responsibility for child nutrition programs.
- Establishes a waste management system for the school nutrition program that is

- effective, economical, and environmentally safe.
- Provides community food service outreach through specialized food preparation for meetings, banquets, catering district sponsored events, etc.
- Ability to lift 20-40 lbs on a frequent basis.

Procurement

- Implements an effective procurement system that complies with local, state, and federal laws and regulations.
- Develops procurement guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, district needs, and nutrition objectives.
- Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.

Communication/Marketing

- Assesses customer preference, industry trends, and current research to plan menus that encourage participation in the school nutrition program.
- Communicates program information and policies to parents, students, school employees, and Board of Education.
- Develops a marketing plan that attracts students, teachers, administrators, support staff, and community.
- Implements a plan for providing food for special events consistent with school board policies.
- Conducts on-going evaluation of the department and marketing plans.

Job Relationships

- Directly reports to the business manager.
- Directly responsible for managing the food service program.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the Director's duties, as assigned by the Superintendent.

Title: **Food Service Manager**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Local Superintendent or Designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the (School District's) Board of Education Personnel Policy Manual.

(Signature)

(Date)