



Union Local School District



66779 Belmont-Morristown Road; Belmont, Ohio 43718
Phone: (740)782-1978 fax: (740)782-1212

AUGUST 29, 2023

THE FOLLOWING VACANCY IS ANTICIPATED TO EXIST IN THE UNION LOCAL SCHOOL DISTRICT FOR THE 2023-2024 SCHOOL YEAR:

ADMINISTRATIVE DIRECTOR OF FOOD SERVICES

Job Summary: The Director of Food Services for the Belmont County School District is a leadership position responsible for overseeing and managing all aspects of the school district's food service program. The director will develop, implement, and monitor food service policies, procedures, and initiatives to ensure the provision of nutritious and balanced meals to students and staff. The role involves collaboration with various stakeholders, including school administrators, kitchen staff, vendors, and government agencies, to maintain high standards of food quality, safety, and compliance. The director will also manage budgeting, staffing, menu planning, and community engagement to create a positive and efficient food service environment that supports the educational goals and well-being of students.

Key Responsibilities:

- Develop and execute food service policies, procedures, and initiatives in alignment with federal, state, and local regulations.
- Manage budgeting, financial planning, and procurement of food supplies and equipment.
- Supervise kitchen staff, providing training, performance evaluations, and professional development opportunities.
- Collaborate with school administrators to coordinate meal programs that complement educational objectives and support student well-being.
- Create and implement nutritious and appealing menu options that cater to diverse dietary needs and preferences.
- Ensure compliance with food safety and sanitation standards, conducting regular inspections and audits.
- Foster positive relationships with vendors, suppliers, and community partners to enhance food service offerings.
- Monitor and analyze food service operations, identifying opportunities for efficiency improvements and cost savings.
- Engage with parents, students, and the community to gather feedback and address concerns related to food services.
- Stay informed about industry trends, regulations, and best practices to continuously improve the food service program.
- All other duties as assigned by the Superintendent.

Requirements:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas; or bachelor's degree in any academic major, and State recognized certificate for school nutrition directors; or bachelor's degree in any academic major, and at least 1 year or relevant food service experience; or associate's degree or equivalent educational experience, with academic major in specific areas, 1 and at least 1 year of relevant food service experience; or High school diploma(or GED) and 3 years of relevant food service experience.
- Knowledge of federal and state regulations pertaining to school food service programs (e.g., National School Lunch Program, USDA guidelines).
- Strong understanding of nutrition, dietary requirements, and menu planning for diverse populations.
- Excellent organizational, leadership, and communication skills.
- ServSafe certification or equivalent food safety certification.
- Ability to work collaboratively with various stakeholders, including school staff, parents, vendors, and community members.
- Problem-solving aptitude and the ability to adapt to changing circumstances and priorities.
- Familiarity with kitchen operations, equipment, and culinary techniques.
- Strong commitment to promoting healthy eating habits and overall student well-being.

START DATE: SEPTEMBER 2023

TO APPLY:

SEND RESUME AND LETTER OF INTEREST BY SEPTEMBER 12, 2023 TO:

DISTRICT ADMINISTRATIVE ASSISTANT

TIFFANY LUCAS

UNION LOCAL SCHOOL DISTRICT

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