

Marvin Taylor
Superintendent

Sarah Belanger
Administrative Assistant

Gary Wood
Elementary Principal

April Margaritis
High School Principal



Mio AuSable Schools
Knowledge - Responsibility - Respect

**1110 West Eighth Street
Mio, MI 48647
989.826.2400
www.miok12.net**

Todd Wyckoff, *President*

Allison Long, V. *President*

Kathi Mitchell, *Secretary*

Richard Hoffman, *Treasurer*

Penny Irelan, *Trustee*

Linda Whaley, *Trustee*

FOOD SERVICE DIRECTOR JOB POSTING

TITLE: Food Service Director Job Posting

HOURS: Hours, job title, salary, and work conditions commensurate upon experience and assigned duties.

This position is for the 2024-2025 school year.

Description: See attached job description.

Status: Administration

For detailed job requirements, please contact Marvin O. Taylor, Superintendent.

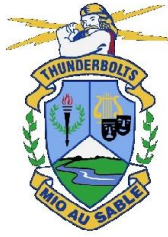
Letters of intent should be sent to:

Marvin O. Taylor, Superintendent
Mio AuSable School District
1110 West 8th St.
Mio, MI 48647

Email: taylorom@mio.k12.mi.us

DEADLINE: Until filled.

Posted: April 2, 2024



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April 2, 2024

POSITION: Food Service Director
LOCATION: Mio AuSable School District
REPORTS TO: Superintendent

GENERAL DESCRIPTION:

Resumes are being accepted to fill a vacancy for a Food Service Director. The position starting date is for the 2024-2025 school year. The Food Service Director directs the daily activities in the kitchen/cafeteria, manages the food service program, and supervises/evaluates food service personnel.

QUALIFICATIONS:

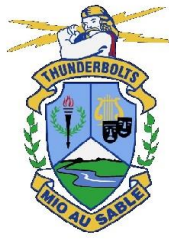
Criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, misconduct check. Be capable of performing and successfully completing the tasks & responsibilities of this position. Demonstrate personal reliability, dependability, and initiative. Possesses the ability to get along with others, to follow directions, and to work independently. Show pride in doing a job well and recognize the job as important and essential to the smooth running of the total food service program. Demonstrate good personal habits: mature and responsible judgment, honesty, patience, friendliness, industriousness, good appearance. Demonstrate ability to read, write and use computational skills at proficiency level appropriate to do tasks of position. Positive human relations skills essential in working with students, staff, and the public. Demonstrate successful working relationships with children, including those with special needs. Previous experience in a similar role preferred.

ADDITIONAL QUALIFICATIONS:

- Possess a high school diploma or GED.
- Possess or willing to obtain required certifications.
- Demonstrates interpersonal skills needed to relate positively to children and adults.
- Possess technological skills necessary to perform job duties.
- Possess effective communication skills.
- Demonstrate proficiency in organizational and management skills.

PREFERRED QUALIFICATIONS:

- Possess an associate or bachelor's degree in nutrition or food service-related field.
- Demonstrated experience in institutional food service operations.
- Previous experience as a supervisor or in management.



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ESSENTIAL PERFORMANCE DUTIES AND RESPONSIBILITIES:

The job description below is not all inclusive and is meant to provide an overview of the position.

- Possess great flexibility in stressful situations and the ability to always keep a calm demeanor.
- Prioritize service to others. This means going out of one's way to prioritize the needs of others including students, staff, and members of the community.
- Develop effective working relationships with students, staff, and the school community.
- Be able to meet multiple demands from several people.
- Demonstrate ability to be a team player and be willing to work well with others.
- Be punctual and in good attendance.
- Maintain a professional appearance.
- Regulate emotions effectively, especially when circumstances are difficult.
- Perform other duties, functions, and responsibilities as assigned.

Supervision of Food Service Staff

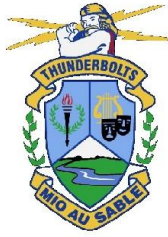
- Post food service/kitchen positions as needed following all contractual requirements.
- Hire and fill vacant food service/kitchen positions as needed following all contractual requirements.
- Facilitate training for food service staff.
- Organize food service schedules, work assignments, and responsibilities.
- Evaluate staff in a timely manner.
- Resolve personnel conflicts when they arise.
- Assign and oversee personnel plans for improvement as needed.
- Administer staff discipline as necessary according to board policies and employee contract.

Meal Service Management

- Plan and publish monthly menus.
- Develop and implement food and supply ordering systems that support menu plans, meal estimates, and minimizes excess inventory.
- Maintain daily record keeping systems that support USDA guidelines and meal count estimates.
- Maintain proper food storage requirements and documentation requirements.
- Oversee food preparation processes to ensure USDA guidelines are met.
- Facilitate food delivery processes to maximize speed of service and efficient use of staff.
- Develop and implement a schedule for maintaining the cleanliness of food storage areas, kitchen equipment, and workspaces.

Equipment Management

- Oversee new equipment purchases.
- Facilitate equipment storage, maintenance, and repair.
- Oversee the sale or disposal of underutilized or unusable equipment.



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School Nutrition Program Management

- Understand requirements and maximize benefits of food programs (NSLP, SBP, USDA, MDE, etc.)
- Follow regulations of applicable programs and complete required documentation requirements.
- Communicate availability of the Free and Reduced Meal/CEP program to parents, distribute applications, process applications, and provide application support as needed.
- Ensure confidentiality standards for students are in place and followed.

Fiscal Responsibilities

- Estimate supply and equipment needs annually.
- Calculate annual meal/milk prices for Board of Education approval.
- Oversee annual budget spending.
- Manage and accurately record student account deposits.
- Systematically review student accounts and follow district guidelines for negative-balance accounts.

Professional Responsibilities

- Attend school board meetings, committee meetings, or other professional meetings as requested and/or required.
- Seek and support nutrition education opportunities to support wellness for students and staff.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adhere to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.

LANGUAGE SKILLS:

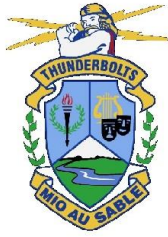
Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized.

PHYSICAL DEMANDS:

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

WORK ENVIRONMENT:

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 100 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel.

DEADLINE FOR SUBMISSION OF MATERIALS:

Until the position is filled.

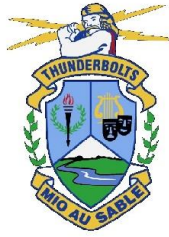
PLEASE SEND COVER LETTER, RESUME, CREDENTIALS, AND THREE REFERENCES TO:

Marvin Taylor, Superintendent
Mio AuSable School District
1110 W. 8th St.
Mio, MI 48647

Or send in a PDF attachment via email to: taylorm@mio.k12.mi.us

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Mio AuSable School District will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity. The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.