

MCC JOB POSTING



POSITION Food Service Director

QUALIFICATIONS

- *Minimum Education Standards Required by the State of Michigan*
Bachelor's degree, or equivalent educational experience with academic majors 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 of relevant school nutrition programs experience
OR Associate's degree or equivalent educational experience, with academic major in specific areas and at least 1 year of relevant school nutrition programs experience
OR High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs (*for an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years' experience*)
- AND* At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date
- Demonstrates leadership skills and the ability to manage employees
 - Serve Safe Certification or Certified Food Manager Certificate
 - Understanding and experience with food service program finances
 - Excellent interpersonal skills, especially the ability to communicate, connect and excite Pre-K – 12th grade students, parents, and staff
 - Strong self-motivation, with a team player approach

ESSENTIAL FUNCTIONS *(This job posting is not an exhaustive list of the duties performed for the position)*

- Administers the food service program at MCC according to policies and procedures and federal/state requirements
- Supervise, train, and evaluate food service personnel and volunteers
- Develop and maintain high standards of food preparation and service with emphasis on menu appeal and nutritional value
- Maintain records of income and expenditures, food, supplies, personnel and equipment
- Responsible for budget, payroll, invoices, deposits, year-end reporting, monthly claims, and student survey
- Facilitate cooperation with education partners such as administrators, teachers, parents, and students
- Serve as the Wellness Committee Chairperson
- Participate and assist in Lenten Fish Fry's
- Maintain high standards of sanitation and safety
- Work with maintenance and custodial staff to maintain equipment, lunch room, and the kitchen area
- Maintain and process the free/reduced lunch applications
- Performs other duties as assigned by the President and Business Manager

STARTING DATE June 1, 2018

TERMS 48-52 40 Hour per week position

SALARY RANGE Commensurate with MCC's operating budget

POSTING DATES Open May 2, 2018, closing May 31, 2018

PLEASE PROVIDE A LETTER OF INTEREST, CURRENT RESUME AND CREDENTIALS BY EMAIL OR MAIL TO

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