



NOTICE OF VACANCY

DATE: September 4, 2019

TITLE OF VACANCY: Dietician/Production Manager Food Service

LOCATION: 530 West Reynolds

DAYS PER YEAR: 260 (Includes 15 Paid Holidays) **HOURS PER DAY:** 8

REQUIREMENTS/QUALIFICATIONS:

1. A 2 year or 4 year degree from an accredited institution in Food Production, Food & Nutrition, Food Service Management, Culinary or related field. Have or will be achieving a Registered Dietician Certification.
2. Qualified cook with experience in institutional food service operations, with experience in school nutrition operations preferred.
3. At least five years responsible experience in school food service, and at least two years in a supervisory capacity.
4. Be knowledgeable of Federal/State regulations in the National School Lunch Program, IDPH Sanitation standards.
5. Knowledge of computer programs such as Nutri-kids software, Macintosh Excel and Word.
6. Must be able to communicate clearly and professionally with employees, administrators, students, and parents.
7. Must have or willing to obtain a Managers food handler's License.
8. Must have a personal vehicle to use for traveling to various schools within the district.
9. Be constantly alert for unsafe conditions and report them immediately, **BE SAFETY MINDED**
10. Other duties as assigned.

PHYSICAL DEMANDS: Ability to lift and carry 50 pounds

SPECIFIC RESPONSIBILITIES:

1. Visit all schools on a rotating basis for observation and training as needed in kitchens.
2. Assist with developing Nutritional information and allergies of food we prepare to school nurses, managers, and parents. Assist with developing monthly menus and production records.
3. Assist cafeteria managers on the proper procedures for purchasing, preparation of food, completions of production records, and implementation of HACCP.
4. Train managers, head cooks and kitchen helpers on maintaining quality food production, time management and sanitation procedures.
5. Advise regarding problems of operations, supervision, and nutrition compliance mandates.
6. Collaborate with the Food Service Director in developing new recipes.
7. Develop training programs during the summer to train food service employees
8. Assist cafeterias with marketing and merchandising food products
9. Assume responsibilities and duties of the manager when the manager is absent.
10. Assist with special activities and promotions
11. Assist with Breakfast, lunch, and snack audits.
12. Assist with applying for grants to enhance the department.

APPLICATION DEADLINE/OPEN UNTIL:

September 12, 2019

APPOINTMENT DATE:

Upon Board Approval

SALARY: Commensurate pay is based on experience.

BENEFITS: Personal & Sick Leave - Medical Insurance - Life insurance - Illinois Municipal Retirement Fund - Paid Vacation and Holidays

SELECTION PROCESS: Application and Selection

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources
1900 West Monroe Street

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

Springfield, IL 62704 217-525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER