

## NOTICE OF VACANCY

**DATE:** July 10, 2019

**TITLE OF VACANCY:** Director of Food Service

**LOCATION:** 530 West Reynolds

**DAYS PER YEAR:** 260, Including Paid Holidays

**HOURS PER DAY:** 8

### REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree in Food and Nutrition, Food Service Management or Dietetics, or a minimum 10 years experience in management of school nutrition program in a large scale K-12 school district.
2. Ability to apply professional knowledge, ethics, and administrative skills in directing a comprehensive school food service program in compliance with local, state, and federal laws, regulations, health ordinances, and District 186 policies.
3. Excellent communication, interpersonal, and leadership skills.
4. Illinois Food Service Manager Sanitation Certification or obtain one within 30 days of employment.

### SPECIFIC RESPONSIBILITIES:

1. Prepare and administer food service budget including revenue projections and control of expenditures in accordance with established financial management principles.
2. Prepare government claims for reimbursement on a monthly basis.
3. Analyze food service operations and financial statements and take corrective action as needed.
4. Process yearly Commodity orders and apply for available USDA grants.
5. Plan and supervise the preparation of menus, ensuring compliance with federal and state programs.
6. Serve as liaison with school administrators and the food service administrative staff in the management and operation of the Food Services program.
7. Apply principles of management and productivity in utilizing staffing formulas and establishing production standards.
8. Direct the development of specifications for food, related supplies, and equipment.
9. Lead in the selection, assignment, transfer and discharge of food service employees in accordance with established district policies and the SEIU Local 15 contractual agreement.
10. Provide appropriate supervision, mentoring, and professional growth and development opportunities to staff.
11. Maintain sanitation and housekeeping procedures according to Illinois Food Code.
12. Knowledge of outside catering and special events billing
13. Other duties as assigned.

**APPLICATION DEADLINE:** July 19, 2019

**APPOINTMENT DATE:** Upon Board Approval

**SALARY:** Competitive- Based Upon Education and Experience

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

### HOW TO APPLY:

go to [www.sps186.org/humanresources](http://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  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704 525-3006

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