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Revised 04/11/2017

## **Head Cook/Foodservice Director Position Available**

August 2017

### **Position Summary:**

The head cook/foodservice director has responsibility for district wide food operations to ensure USDA guidelines are met. Plans and implements daily menus, purchases food, supplies, and equipment according to the Federal Child Nutrition Program. Leads and monitors the daily operations of the kitchens by providing leadership to kitchen staff; planning the daily operational activities, ensuring food service functions comply with school policy, food service policy, and State of Michigan regulations.

**Salary/Benefits:** Per contractual agreement

### **Principal duties and Responsibilities**

- Directs, manages, and provides oversight for food and nutrition program and related staff. Evaluates effectiveness of current design and initiates improvements and/or improvements based upon analysis of nutrition and program effectiveness.
- Partners with administration to accomplish district vision, mission, and goals.
- Maintains safe food handling practices and facilities in accordance with Federal, State, and local procurement regulations.
- Leads and participates in serving food to students in order to ensure that school lunches comply with school district and state of Michigan food safety, sanitation, and quality standards.
- Conducts research to improve existing practices and services.
- Establishes and maintains a marketing program including merchandising and nutrition education.
- Provides acceptable program performance in areas monitored by regulatory agencies including public audits, Federal Coordinated Review Effort, County Health Department, State Department of Education, and the USDA.
- Follows best practices in the industry and administers district policies and procedures.

- Places orders for food items and supplies; plans for and ensures that the following day's needs are accounted for each day.
- Responds to quality concerns from parents and students and implements corrective actions when necessary to maintain a quality food service program.
- Leads and participates in processing the receipt, stocking, and storage of daily food.
- Accounts for cash and checks received and reconciles daily receipts and maintains accounting logs and records to maintain accurate accounting records for the school lunch program.
- Serves as a cash attendant to calculate and account for hot lunch costs for students while ensuring that proper meal requirements are being met.
- Willing to work with the Farm to School Program.
- Processes and completes required forms and documentation to maintain and/or prepare food production records, purchase orders, food safety records, monthly inventory reports, etc.
- Current Serv Safe certification.
- Performs other related duties as directed by supervisor.

### **Education**

This position requires a high school diploma or general education degree (G.E.D.)

### **Experience**

This position requires one year of related experience in quantity food preparation and food service and knowledge of general math; or an equivalent combination of education and experience. Experience in institutional food preparation, kitchen management, and materials procurement is preferred.

Please direct questions to Monique Dean at 231-539-8682 or e-mail at [mdean@pellstonschools.org](mailto:mdean@pellstonschools.org)

Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references on or before **4:00 p.m. Friday, April 28, 2017, or until filled** to:

Monique Dean  
Pellston Public Schools  
172 North park Street  
Pellston, MI 49769

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