

## **USD 306 Southeast of Saline - Food Service Director**

The District is accepting applications for Food Service Director for the 2016-17 school year. The position is 10 months full time. This position is responsible for the proper operation of the food service department which includes but not limited to, supervise and assist Food Service Staff in the execution of all financial management procedures needed to maintain compliance with State and Federal rules and regulations, menu planning, daily work schedules with recipes and portion outline, requisition of food and supplies in an efficient and cost effective way, conduct a basic nutrition education program within the school for students and teachers, stays current on all Federal nutrition guidelines and insures the district is in compliance with all current Federal nutrition guidelines, cooperate with the school administration implementing high standards of sanitation and safety by following and training staff on all safety and sanitation requirements set by the State and Federal Health Department, and any other duties reasonably related to this position.

Required qualifications include minimum of a high school diploma and at least 3 years of relevant experience in school nutrition programs. Relevant experience is in the areas such as institutional food service operations, management, and business and / or nutrition education. Supervision of staff is required to support the mission of school nutrition programs.

Southeast of Saline is a 3A high school situated about five miles west of Gypsum, Ks on K-4 Highway (approximately 10 miles southeast of Salina). The campus is a K-12 facility with two cafeterias, K-6 and 7-12 grades, with food prepared in one kitchen and all district students attending in one location.

To apply, submit a letter of application, current resume, copies of college transcripts and at least three letters of reference. One letter of reference must be from a supervisor who has direct knowledge of your abilities. Applications will be accepted until the position is filled.

Please send this information to: Stephanie Hettenbach, USD 306 Clerk of the Board, 5056 E. K-4 Hwy, Gypsum, KS 67448