

## **Position Opening**

**POSITION:** Food Service Director

**HOURS:** 8 per day Monday through Friday 200 days a year includes 9 holidays, remainder of the 2020-2021 school year.

**POSITION DESCRIPTION:** The Food Service Director plans, implements, manages and maintains the district's nutritional food services; ensuring that departmental work goals are met; complying with state and federal program mandates and health requirements; and ensuring optimal utilization of personnel and other resources. For full job description contact Deena at [deena\\_pruatt@ksd403.org](mailto:deena_pruatt@ksd403.org)

### **Qualifications:**

1. Minimum of High school diploma (GED) and at least 3 years of relevant experience in school nutrition programs
2. Job related experience within specialized field

### **Preferred Education and Experience:**

1. Experience supervising staff
2. Registered Dietician preferred
3. Hold current First Aid/CPR Card

### **Other:**

1. Valid Driver's License
2. Valid Food Handlers/SafeServ Certificate

### **Required Skills, Knowledge and/or Ability:**

1. Knowledge of current USDA and state guidelines for nutrition
2. Knowledge of food management
3. Knowledge of menu planning and quantity cooking
4. Knowledge of OSHA and state health standards and hazards
5. Knowledge operating equipment used in a commercial kitchen
6. Knowledge of operating standard office equipment, a computer, and software
7. Ability to supervise staff (hiring, training and evaluating)
8. Ability to meet deadlines and schedules
9. Ability to schedule meeting and events
10. Ability to plan and manage project
11. Ability to prepare and maintain records
12. Ability to work well with others
13. Ability to work as part of a team
14. Ability to build and maintain working relationships
15. Ability to communicate effectively with other (verbally and written)
16. Ability to perform basic math skills

17. Ability to facilitate group discussions
18. Ability to problem solve
19. Ability to maintain confidentiality

**SALARY:** \$26.05 to \$29.27 an hour depending on experience (experience within the same classification with another school district in the state of WA)

**APPLICATION PROCESS:**

Submit district application, cover letter, resume and letters of recommendation to the superintendent's office at Kittitas School District, P.O. Box 599, Kittitas, WA 98934. Position is open until filled. Classified application forms can be downloaded at [www.ksd403.org](http://www.ksd403.org).

Kittitas School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: *Civil Rights Coordinator:* Mike Nollan, Superintendent, 855-380-8844, [mike\\_nollan@ksd403.org](mailto:mike_nollan@ksd403.org); *Title IX Coordinator:* Bryan Nash, Athletic Director, 855-380-8844, [bryan\\_nash@ksd403.org](mailto:bryan_nash@ksd403.org); *Section 504/ADA Coordinator:* Ryan Hastings, Special Services Director, 855-380-8844, [ryan\\_hastings@ksd403.org](mailto:ryan_hastings@ksd403.org). 601 N Pierce St., PO Box 599 Kittitas, WA 98934.