

PLEASE POST
June 12, 2018

The following vacancy exists in Goshen Community Schools for the 2018-19 school year:

Goshen Community Schools **Director of School Nutrition Services**

The following statements and list of requirements and duties are intended to describe the general nature of work to be performed and should not be construed as an exhaustive list of responsibilities, duties and skills required. All personnel from time to time may be required to perform duties outside their normal responsibilities as needed or assigned.

JOB DESCRIPTION: We are seeking an organized, self-motivated individual who is capable of performing the following:

- Responsible for Program Management and Accountability including hiring, managing, supporting, evaluation and training all school nutrition employees.
- Evaluates and projects facility and equipment needs for School Nutrition Program.
- Establishes and maintains operational procedures for efficient and effective food production distribution, and service including production record and menu planning.
- Responsible for Financial Management of the School Nutrition Program including budgeting, forecasting, internal controls, and monitoring of funds to ensure used only for allowable purposes.
- Develops, implements, and monitors food security, sanitation, and safety of the School Nutrition Program.
- Implements a district wide customer service drive philosophy that focuses on both external and internal customers.
- Develops cost effective menus.
- Responsible for procurement and inventory management.

MINIMUM EDUCATION STANDARDS:

One of the following is required:

- Bachelor's degree or equivalent education experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR
- Bachelor's degree or equivalent education experience, with any academic major or area of concentration and a State recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience; OR
- Associates degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant school nutrition programs experience.

_____ Email sent to GCS users

_____ Posted to Ball State

Hired: _____

_____ Posted to Search Soft

_____ Posted to IU

_____ Posted to DOE

_____ Posted to Handshake

_____ Removed postings

_____ Posted to Teachers-Teachers

MINIMUM PRIOR TRAINING STANDARDS REQUIRED: At least 8 hours of food safety training is required

JOB REQUIREMENTS:

- Ability to work independently and perform varied and complex duties
- Possesses good communication skills, both written & oral
- Ability to interact comfortably & confidently with internal and external publics
- Demonstrates knowledge in food service procedures & guidelines
- Must be certified in ServSafe Sanitation, and meet all mandated health screening requirements
- Maintains and meets timelines as required
- Ability to use technology
- Possess working knowledge of Cafeteria computer software program preferred
- Ability to lift up to 50 pounds

QUALIFICATIONS DESIRED:

Successful candidates should be able to:

- Process meal applications and file monthly claims
- Work in a high stress atmosphere while maintaining professionalism and flexibility
- Establish working relationships with co-workers and function as part of a cohesive team
- Perform varied and complex duties independently
- Operate a variety of basic office equipment and computer work station
- Establish and maintain a positive working relationship with others throughout the corporation
- Provide courteous service to employees, students, parents, community members, and business contacts

SALARY: Salaried, Classified, Administrative Position – 260 days per year
Salary is commensurate with education and experience.

APPLICATION PROCESS:

Prior to an interview, all applicants must have completed their on-line application (go to www.goshenschools.org, click on employment opportunities and follow the directions). Please also attach:

- Letter of interest
- Complete resume
- Three current letters of reference

Once the application is complete, applicants may also direct a letter of interest, up-to-date resume, and two letters of reference to:

Kelley Kitchen, Director of Finance
Goshen Community Schools
613 E. Purl Street
Goshen, IN 45626
kkitchen@goshenschools.org

The Goshen Community School's Board of School Trustees is an equal opportunity employer. Selection of the applicant will be made without reference to race, color, creed, sex, age, handicap, or national origin.

THE CLOSING DATE FOR RECEIVING APPLICATIONS IS:
Until Filled