

March 6, 2019

ANTICIPATED VACANCY POSTING

The following vacancies are hereby posted for the 2019-2020 SY:

FOOD SERVICE DIRECTOR

Ideal candidate would:

- Meet minimum federal regulations for food service director, or is able to obtain approval
- Have experience in management and supervision of employees
- Have knowledge and/or experience in mass food preparation
- Have knowledge and/or experience in menu planning
- Have knowledge and/or experience in institutional food purchasing
- Have knowledge and/or experience in records, files, and business procedures
- Have the ability to make financial projections based on anticipated costs and receipts
- Have the ability to organize, delegate, instruct, train, supervise, evaluate, and discipline people
- Maintain an effective working relationship with school administrators, co-workers and the general public.
- Have knowledge/experience with computers
- Have knowledge of business procedures, reports, financial statements and inventories
- Have the ability to work cooperatively and confidentially with all school personnel

Duties Include:

Personnel: Screen and interview prospective employees, make recommendations for employment; provide all new employees, including substitutes, with adequate orientation to their positions, facilitate in-service opportunities for all food service personnel; perform evaluations for all food service personnel as directed

Supplies and Equipment: Evaluate vendors for quality, service and price

Finances: Develop and administer, in cooperation with the Superintendent and Treasurer, accurate accounting procedures and records for the control and management of money, labor, food, supplies and other related costs; prepare monthly, quarterly and annual reports as required.

Sanitation and Safety: Coordinate implementation of all health department recommendations relating to food service

***Full job description available on request.**

Start Date:

To be determined

Supervisor:

Rich Dackin, Superintendent

Contract:

200 day contract; rate of pay per schedule

Please submit interest by 3:00 p.m. Tuesday, March 12, 2019 to:

Rich Dackin, Superintendent

2650 Bible Road

Lima, Ohio 45801

Email: DACKINR@BATHWILDCATS.ORG