

# LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212

## CLASSIFIED POSITION ANNOUNCEMENT

### Leave Replacement Lopez Island School District Food Services Manager 8 hours per day (Monday thru Friday)

**POSTING:** 22/23-27

**Announcement Date:** November 8, 2022

**Applications Screened:** Upon Submission

**Responsible to:** Superintendent

**Job Summary:** This exciting, professionally enriching, and challenging position will provide tremendous opportunities for professional growth in a food services program that has earned state, regional and national recognition. The District is looking for a Leave Replacement Food Services Manager to work from the beginning of January 2023 thru the end of the 2022-2023 school year (June 16<sup>th</sup>, 2023). The Lopez Farm-to-School program is a rich community asset and the Food Services Manager has a significantly important role in the success of the program. The District seeks an energetic and creative leader who can continue to assist in and provide leadership towards growth of this program. Knowledge, research and best-practices in the area of healthy, locally-sourced food, and how to aggressively support such practices while also conforming to compliance regulations of state and federal school food programs is essential. The ability and the willingness to promote the effective blending of vocational (CTE) culinary education into the food services program is highly desired, as is the holding of, or willingness to obtain CTE certification in Culinary Arts. The ability to provide high quality service and very healthy food within the limited budget provided by state and local funding is essential. Seeking additional funding and/or resources is encouraged.

**Description of Position:** The Food Services Manager position includes oversight, administrative and supervisory (no evaluation duties) tasks. The Food Services Manager reports to and is supervised by the Superintendent. The Food Services Manager will perform all duties of Head Cook, in addition to coordination and supervision of the food services department. The Food Services Manager will plan, direct, coordinate, delegate, and oversee all functions pertaining to the operation and management of the food services department, including personnel, student helpers, budgets and facilities, input of data and "verification" of computer programs, and duties as assigned. The Food Services Manager will work closely with the Superintendent and other District Office personnel, including advising the Superintendent on personnel matters, such as informing the Superintendent of work climate and other working conditions etc. The Superintendent or other appropriate personnel in emergency or extenuating circumstances may contact the Food Services Manager in their off hours.

#### **Minimum Competencies Required:**

- Ability to perform duties of Head Cook as described in the job description.
- Ability to perform duties of Assistant Cook as described in the job description.
- Ability to manage food services budgets, and comply with district, local, state, and federal requirements for food services, including filing of reports, submitting required data, etc.
- Competency in basic math, reading, writing, and technology skills.

- Demonstrated positive communication skills, both written and oral, with a variety of audiences of all ages.
- Ability to purchase food products and orders, including commodities and locally sourced foods.
- Ability to prepare menus and other required paperwork, in compliance with state and federal guidelines and requirements, including requirements of federally funded lunch/milk/breakfast programs and subsidies.
- Ability to champion district food service program and menu items to public, staff, and students.
- Ability to assign work schedules (including special or flex time needs) and recommend staff vacation and other leaves to the Superintendent for consideration of approval.
- Ability to recommend staff overtime to the Superintendent for consideration of approval.
- Ability to advise the Superintendent and other appropriate consultants, etc. on capital project needs.
- Ability to represent the District in communications and other dealings with state, federal, and other official individuals and entities regarding food services reporting, audits, etc.
- Ability to make recommendations and advise Superintendent with hiring and personnel issues.
- Ability to be a positive role model and supervisor of students and adult kitchen workers.
- Ability to work as member of a team.
- Positive record of good work, attendance and punctuality.
- Hold current food handler permits and other required certification and/or licensing.
- Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence from alcohol and other illicit substances.
- High school graduation or beyond.
- Ability to lift kitchen related objects and foods, up to approximately 50 pounds.
- Advanced knowledge of all phases of institutional food service. Knowledge and skills specific to school food service desired.
- High degree of knowledge and skill in nutrition and the wellness and health needs of young people, as appropriate to the role of food services.
- Ability to be a positive reflection of the school district, and to promote the safety, health, and well-being of its students, staff, and patrons.

**Salary:** Per PSE Salary Schedule.

**Application Procedures:**

Current employees should submit a detailed letter indicating interest including the position's title, why you are applying for this position, and how you meet the requirements. Current employees do **not** need to submit the information listed below.

“External” applicants must submit the following information to the District Office:

1. Letter of application indicating interest
2. Completed district Classified Employment application
3. Complete resume of personal history, education, experience, and at least 3 references.

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Apply to: Summer Hagge, Human Resources  
 Lopez Island School District #144  
 86 School Road  
 Lopez Island, WA 98261  
 Phone: 360.468.2202 ext 2303

FAX: 360.468.2212

[shagge@lopezislandschool.org](mailto:shagge@lopezislandschool.org)

[www.lopez.k12.wa.us](http://www.lopez.k12.wa.us)

The Lopez Island 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 Compliance Coordinator, Ed Murray, Superintendent – [emurray@lopezislandschool.org](mailto:emurray@lopezislandschool.org), Title IX Coordinator, HR Specialist Summer Hagge – [shagge@lopezislandschool.org](mailto:shagge@lopezislandschool.org), Section 504 Health Care Case Manager, Will Sanford, RN – [wsanford@lopezislandschool.org](mailto:wsanford@lopezislandschool.org), K-12 Counselor Jeanna Carter – [jcarter@lopezislandschool.org](mailto:jcarter@lopezislandschool.org), OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.