

Camden-Frontier Schools

4971 W. Montgomery Road

Camden, MI 49232

Administration

Scott Riley
Superintendent
7-12 Principal

Renee Marshall
K-6 Principal

Business Office (517) 368-5991 Fax (517) 368-5959
High/Middle School Office (517) 368-5255 Fax (517) 368-5959
Elementary School Office (517) 368-5258

Board of Education

Mike Vondran, President
Matt Shiery, Vice President
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Gary Morrison, Trustee
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VACANCY NOTICE

July 12, 2017

Camden-Frontier Schools is pleased to offer for posting the following position: **Food Service Manager**

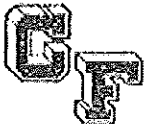
Desirable qualifications include; high school diploma or equivalency

See attached job description for more details

Please send a letter of interest and a resume to Scott Riley.

Position will be posted until filled.

Camden-Frontier Schools
Attn. Scott Riley, Superintendent
4971 W. Montgomery Rd.
Camden, MI 49232
517-368-5255
rileysc@cfss.org



**CAMDEN-FRONTIER SCHOOLS
BOARD OF EDUCATION
Job Description**

Position: Food Service Manager

Reports to: Superintendent

Employment Status: Full Time

Qualifications:

- Must have the training, experience and ability to direct the total food service operations.
- Must have knowledge of large quantity meal preparation, meal planning and completing state, federal and local reports.
- Must have purchasing, strong human relations, communication and business management skills.
- Must have and maintain all food safety certifications.
- Must have ServSafe Food Manager Certification.
- Must meet any additional qualifications set by the district.

Duties and Responsibilities: The Food Service Manager shall be responsible for food service related business and personnel management. He/she shall be responsible for supervising, coordinating and directing the work duties of all food service personnel, including providing evaluative input to the Superintendent and the preparation and distribution of meals in the district. He/she shall make sure the district's program complies with local, state and federal agency requirements, complete all required reports and operate the program in a businesslike manner. He/she shall coordinate building use with the building principals. He/she shall:

- Be responsible for the preparation of monthly menus.
- Be aware of and comply with Department of Public Instruction (DPI) and FDA mandates.
- Must be knowledgeable of the National School Lunch Program.
- Be responsible for the cleanliness and proper storage of all equipment and the proper handling serving and storage of all foods.
- Be responsible for the cleanliness of all kitchens.
- Be responsible for keeping records and filing reports in connection with the school lunch program, as required by the school and state.
- Arrange for substitutes when food service personnel are absent.
- Be responsible for the purchase of food commodities.
- Be responsible for evaluation of food service personnel.
- Coordinate the use of food service department facilities and/or equipment by staff or outside groups.
- Obtain bids from vendors for the procurement of food, equipment and services needed for the department and make recommendations regarding which bids/proposals are in the overall best interest of the department and District.
- Manage the Food Service Department in an efficient manner while following district budgetary guidelines.
- Perform any and all other duties assigned by the Superintendent.