**ANNOUNCEMENT OF VACANCY**

**July 1, 2021**

**Child Nutrition Program Director**

Open until Filled

**Objectives:**

To plan, direct, administer and evaluate all aspects of the Food and Nutrition Program in order to meet educational and nutritional needs of children in the White Pass School District #303. The Child Nutrition Program Director will assure program compliance with relevant federal, state and local policies, regulations and procedures. The Director will partner with others in the District and community to develop a nutrition program which meets customer satisfaction, community values, and District administrative expectations.

**Preferred Qualifications:**

Experience and or bachelor’s degree with a major in food and nutrition, dietetics, hotel or restaurant management, financial management, school, or institutional food service.

**Requirements:**

* Knowledge of Child Nutrition Program and food safety regulations
* Knowledge of personnel management and labor relations
* Ability to communicate effectively with a wide variety of audiences
* Ability to assess program needs, develop long range goals and annual objectives
* Ability to apply the principals of financial management in the development and monitoring of annual budget
* Ability to utilize technology to improve program quality, service, and efficiency
* Ability to establish menu planning guidelines which meet nutritional requirements, customer satisfaction, and budget parameters
* Ability to develop and maintain a system of food and supply procurement which meets purchasing requirements and the needs of the program
* Ability to facilitate development of systems which assure compliance with current Food Code, HACCP and bio security requirements
* Knowledge of food service equipment and principals of kitchen layout and design
* Ability to develop effective interpersonal relationships
* Ability to apply a variety of problem solving and conflict resolution techniques to successfully manage organizational change
* Ability to serve the needs of students and staff with compassion and joy
* Knowledge and ability to support nutrition education and wellness initiative
* Knowledge of dietary requirements for children with special needs, including children with life threatening food allergies
* Ability to apply marketing techniques to promote the program

**Responsibilities:**

* Provide leadership in implementing a district wide food service program that focuses on customer satisfaction, nutritional integrity, and product quality
* Develops and monitors annual program budget to operate within Board policy guidelines
* Presents annual program report to the district school board
* Drafts food service staff position descriptions and daily worklists and manage food service personnel
* Recruit, interview, provide orientation and training for food service staff and substitute staff
* Plan and provide professional development opportunities which meet OSPI and USDA professional development requirements
* Assess kitchen equipment and facility needs and work collaboratively with the Maintenance Director on an equipment repair and replacement schedule
* Implement a cost effective procurement and inventory control system that aligns with federal and state regulations for public schools
* Draft menus and other food service related content to post on district website and social media, using those platforms to promote excitement regarding the food service program
* Engage the community, staff, and students in collaboratively developing a student wellness committee and district wellness policy that align with federal and state guidelines.
* Manage required daily and monthly reporting and claiming as well as electronic and physical free and reduced meal applications and processes and annual verification
* Oversee the implementation of a Hazard Critical Control Point (HCCP) plan to reduce the risk of food related illness
* Develop guidelines for providing services in response to disaster or emergency situations following federal, state, and local health department guidelines
* Follow code of ethics in procurement, handling of confidential information, and personal conduct
* Perform all other duties as assigned

**Applicants must submit the following information to the Human Resource Office:**

* Letter of application indicating interest
* Completed District Application available at www.whitepass.k12.wa.us
* Complete resume of personal history, education and experience
* Three (3) letters of reference and/or placement file
* Transcripts (Copies Acceptable)

**Apply to: White Pass School District**

**Attn: Paul Farris, Superintendent**

**P.O. Box 188**

**Randle, WA 98377**

**Phone: (509) 859-4440**

**Fax: (360) 497-2560**

**pfarris@whitepass.k12.wa.us**

Time Stamp: 11:30AM

Date Stamp: 6.9.21