DITAROD AREA SCHOOL DISTRICT

**P.O. BOX 90 McGRATH, ALASKA 99627 (907) 524-1224 FAX (907) 524-3217**

June 29, 2022

**POSITION OPENING**

**TITLE:**  **Food Service Coordinator**

**LOCATION:** **District Office - McGrath, AK**

**QUALIFICATIONS:**

**REQUIRED:**

1. High School diploma or equivalent; a combination of experience and/or education may be considered at the discretion of the district.
2. Must be proficient in Excel, including intermediate spreadsheet skills and Word.
3. Must have had Food Safety Training within the last five years or within 30 days of start date.
4. Must have a good eye for detail, high level of accuracy and speed and must be able to work independently.
5. Experience in preparing routine correspondence and reports. Good oral and written communication.
6. Must have strong organization skills and adhere to fixed schedules.

**PREFERED:**

1. Two years of post-secondary training in food & nutrition, foodservice management, or a related field.
2. Knowledge and experience in menu planning and food preparation.

**REPORTS TO:** Superintendent

**TERMS OF**

**EMPLOYMENT:** Permanent, part-time position, 10 months per year, up to 5.5 hours/day

**SALARY:** Salary is DOE; in accordance to the Classified Negotiated Agreement

**CLOSING DATE:** Open until filled

**SELECTION:** Until filled

**APPLY TO:** Submit a detailed resume or IASD application to:

 Helen Cheek, Superintendent

 PO Box 90

 McGrath, AK 99627

 Or

 E-mail: helencheek@iditarodsd.org

Persons who have previously applied for positions with IASD should verify their application is on file. Qualified IASD staff, local hire and veterans will be given preference on all positions open.

 IASD IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER