

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia OR 97064

**POSITION OPENING
FOOD SERVICE MANAGER**

Date: April 5, 2022
Closing Date: April 19, 2022

MINIMUM QUALIFICATION:

- High School Diploma
- Food Handlers Card
- Demonstrated knowledge of effective communication skills
- Must be capable of lifting up to and including 50 lbs.
- Broad understanding of student nutritional needs and government requirements.
- School lunch or professional restaurant experience.
- Ability to schedule, organize, and order human resources, supplies, and food products.

POSITION STATUS: Food Service Manager provides day to day hands on supervision of the food service department, leading a team to help produce daily breakfast, lunch and snacks for students and employees of the school. This is a permanent full time position (8 hours per day / 193 days per year) with a contract in the Confidential Employee Group. Salary range of \$36,094 – \$40,624.

JOB RESPONSIBILITIES:

- Develops student menus that meet nutritional guidelines.
- Assists in the preparation and serving of food portions in a quick and pleasant fashion.
- Serves students and staff from cafeteria counter.
- Supervises all aspects of the kitchen and cafeteria.
- Responsible for supervising food service workers.
- Performs related duties as required including duties at special meal functions
- Ordering food and supplies to run a full service cafeteria.
- Assist in food and equipment inventories.
- Perform administrative responsibilities as necessary including requirements for state, federal and district reporting.
- Maintain a clean and safe working environment.
- Ability to operate the program and equipment according to district policies and procedures, and all safety guidelines.
- Other duties as assigned.

APPLICATION PROCEDURE:

Submit the following:

- Letter of Interest, Resume, and Three Letters of Recommendation
- Completed Application (available on District Website)

Current VSD Employees: Submit letter of interest only.

All materials are to be submitted by the closing date to:

Vernonia School District 47J
1201 Texas Avenue, Vernonia, OR 97064
Phone (503) 429-5891 Fax (503) 429-7742 www.vernoniak12.org

*All district employees are required to provide proof of vaccination, or documentation of a medical or non-medical exception using the Oregon Health Authorities form.

Vernonia School District 47J is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, or age. The district will not discriminate against individuals who, with reasonable accommodation, can perform the essential functions of the job.