



## Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • [www.valleypsd.org](http://www.valleypsd.org)

03/11/2019 **NOTICE OF POSITION OPENING**

**Title:** Food & Nutrition Director/Head Cook

**Summary:** This position is responsible for the effective operation of the district's Food Services Program for the purpose of ensuring USDA, federal and state compliance with all policies/procedures, rules and regulations. It provides students with attractive, nutritious meals in an atmosphere of cleanliness, cheerfulness and personal caring. This is supervisory position that is responsible for developing and implementing the training and evaluation of the Food Service staff, menu preparation, ordering food and supplies and completing required State and Federal food services reports. In addition, this position is responsible for all facets of food preparation, storage and sanitation.

### **Minimum Qualifications:**

- Associate's degree, or equivalent educational experience, with a major in Dietetics, Foods and Nutrition, Hotel and Restaurant Management, Institutional Management, or a related field. Professional experience may be substituted for degree if determined as equivalent to formal training AND
- At least one year of relevant school nutrition programs experience
- Minimum of 3 years' experience as supervisor or director of Food Service in a public school system or similar food service setting.
- Knowledge or experience with use of Nutrikids or similar food system.
- Demonstrated leadership abilities.
- Ability to establish and maintain productive working relationships with administration, staff and public.
- Demonstrated ability to train, supervise, and evaluate staff.
- Excellent oral and written communication skills.
- Must be in good physical health and possess adequate strength to lift up to 50 pounds repetitively

### **Preferred Qualifications:**

- Bachelor's Degree with a major in Dietetics, Foods and Nutrition, Hotel and Restaurant Management, Institutional Management, or a related field. Professional experience may be substituted for degree if determined as equivalent to formal training.
- Licensed Registered Dietician or School Nutrition Association certification as Director of Food Services or credentialed as a S.N.A. School Food Service Nutrition Specialist preferred.
- Minimum of 5 years' experience as supervisor or director of Food Service in a public school system or similar food service setting.

### **General Knowledge, Skills and Abilities:**

- Skill in motivating and supervising food service personnel
- Strong interpersonal communication
- Knowledge of foodservice program requirements



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- Basic computer skills
- Ability to learn and use Nutrikids Nutritional Analysis Software
- Ability to interpret a nutrient analysis spreadsheet
- Ability to maintain records and complete reports, including web-based reporting.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirement and procedures.
- Understanding of food service program finances
- Communication skill to work with stakeholders to publicize the nutrition integrity of school meals.
- Knowledge of ordering, buying, preparing and serving bulk foods.
- Possess a working knowledge of USDA meal pattern requirements
- Maintain proper storage of food items and/or leftover food
- Knowledge of district policies and procedures

**Work Environment:** This job is performed in a school kitchen. The employee may experience frequent interruptions and/or unexpected changes. This position require physical strength, ability to operate equipment, and the ability to lift up to 50 pounds. The employee may be exposed to cleaning chemicals, fumes, hot and cold environments, cutting and slicing equipment, and machines with moving parts. The employee may also be exposed to ordinary infectious diseases carried by students. This position is located at the Valley School and reports to the Superintendent

**Salary and Benefits:** This is an exempt position that will be eligible for benefits. The position will begin immediately. Salary DOE.

**APPLICATIONS:** Interested applicants should apply by submitting an application, disclosure statement, resume, three professional references, transcripts (unofficial), and a letter of interest detailing their relevant experience and qualifications, addressed to:

Human Resources,  
Valley School District #070,  
3030 Huffman Rd,  
Valley, WA 99181

Applications to begin being reviewed on 03/22/2019; EOE

Valley School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Road, Valley, WA 99181, are designated to handle questions and complaints of alleged discrimination: Danielle Tupek, Title IX Liaison; Janet Williams, Section 504/ADA Coordinator; Ben Ferney, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by e-mail to: [compliance@valleysd.org](mailto:compliance@valleysd.org), or by calling the district office at 509-937-2791.

**VALLEY SCHOOL DISTRICT IS A DRUG-FREE WORKPLACE**