



FOOD SERVICES DIRECTOR

MINIMUM QUALIFICATIONS:

- Experience in food service operations, preferably at a supervisory or management level
- Degree in relevant field
- Knowledge of federal, state, and local laws, rules, and regulations governing school nutrition programs
- Experience in budgeting, menu costing, and financial management
- Strong written and oral communication skills
- Computer proficiency, including word processing and spreadsheet programs
- Highly professional with ability to work with diverse groups and communities
- Valid driver's license and proof of insurance
- Food Safety training and certification (or ability to obtain)
- Demonstrated initiative
- Desire to obtain and respond to student voice
- Experience with Skyward, Qmlativ, and Health-e Pro preferred
- Familiarity with maximizing allocation of commodities
- Ability to lift heavy objects and stand for extended periods

GENERAL RESPONSIBILITIES: The Food Services Director will oversee all aspects of nutrition service under the direction of the Chief Financial Officer. Duties include and are not limited to: plan, organize, direct, and administer nutrition programs; develop nutritious, cost-effective menus; cooperate with Health Department guidelines and collaborate with food service management company; coordinate schedules and deliveries with principals and staff; be actively present in kitchens and cafeterias; manage procurement, assist with or perform ordering of food, supplies, and equipment; manage program finances; hire, supervise, train, and evaluate food service personnel; update management on department activities; oversee or perform student account maintenance, eligibility, applications, verification, collection; maintain records, WINS claims; assist with low-income participation waiver process; program and grant applications; ensure compliance with laws, regulations, and policies; participate in professional development and network with school nutrition professionals; coordinate Wellness Committee activities; manage kitchen facilities, vehicles, and equipment and update district on needs; use technology, creativity and innovation to improve program efficiency; maintain relationships with staff, students, parents, and the community; uphold district mission and strategic plan as part of district leadership team.

TERMS OF EMPLOYMENT: This Classified Administrative (non-represented) position is for 260 days of service per year. The current 2024-2025 salary range is \$119,749 - \$137,415. Healthcare coverage is through SEBB. A portion of the monthly premium is offset by an employer contribution. Mandatory dental, vision, basic long-term disability, and basic life and accidental death and dismemberment premiums are paid by the district. Employee paid options include: Flexible Spending Arrangement; Dependent Care Assistance Program; and additional long-term disability, accidental death and dismemberment, and life insurance.

PEOPLE OF DIVERSITY ENCOURAGED TO APPLY

Oak Harbor Public Schools is committed to building a culturally diverse staff to reflect and serve our culturally diverse student population. We do not discriminate on the basis of sex, race, creed, religion, color, national origin, age, 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/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. For questions and complaints of alleged discrimination contact: Assistant Superintendent of Human Resources & Operations, Title IX Officer, Section 504/ADA Coordinator, and Compliance Coordinator for 28A.640 and 28A.642 RCW.

06.13.25

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