

Northeastern Local Schools (Tinora) of Defiance County, is seeking qualified applicants for the position of:

Food Service Supervisor (Working Supervisor)

2024-2025 School Year

Candidates are asked to submit the following:

- Cover letter expressing interest in this position.
- Current resume including references with contact information.
- Serve Safe Food Protection Manager Certification - Level 2 Certification is preferred or ability to obtain one.
- Copy of all transcripts.
- Three letters of recommendation - one personal and two professional.
- Copy of FBI and BCI background checks.
- Completion of Non-Teaching Application (www.tinora.org).

Applications may be e-mailed to Nicole Wells, Superintendent: nwells@tinora.org.

Applications accepted: January 31 - March 8, 2024 - until the position is filled.

Northeastern Local Schools will provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, citizenship status, political affiliation, age, sex or handicap.

Qualifications:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;
OR
Bachelor's degree in any academic major, **and** State-recognized certificate for school nutrition directors;
OR
Bachelor's degree in any academic major, **and** at least 1 year of relevant food service experience;
OR
Associate's degree or equivalent educational experience, with academic major in specific areas, 1 and at least 1 year of relevant food service experience;
OR
High School diploma (or GED) **and** 3 years of relevant food service experience.

Additional Qualifications:

- Serve Safe Food Protection Manager Certification - Level 2 Certification is preferred or ability to obtain one.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Ability to accurately compute and record mathematical data.
- Ability to supervise all food service operations and personnel.
- Ability to administer board-approved budget.
- Ability to manage cost-control programs, prepare bid specifications, obtain price quotes and prepare comparative data.
- Ability to prepare revenue/expense projections and maintain accurate inventory.
- Ability to pursue grant funding opportunities.
- Ability to assist with pupil management issues.
- Proven record of maintaining confidential matters.
- Ability to travel to meetings and work assignments.

- Outstanding communications skills, both written and verbal.
- Ability to operate computer programs (e.g., Excel, Word, Microsoft Office Publisher, Google).
- Knowledge and understanding of **state reports** and computer programs associated with them.
- Must have the ability to multitask and prioritize workload.
- Must be able to work cooperatively with all buildings/departments in the school district, as well as staff, students, parents and general community.
- Knowledge and ability to implement **all** areas of the free and reduced lunch program.
- Other duties as assigned.

Salary based on experience and certification.

Start date: August 2024