

Join Our Team: Director of Food Services

Browning Public Schools is seeking a dedicated and experienced leader to manage our district-wide Food Service program, along with our Warehouse, Mail Services, and Copy Center operations.

Location: District Office, Browning, MT

Reports To: Superintendent or Designee

Supervises: A team of approximately 20–25 staff members (Cooks, Dishwashers, Warehouse Clerk, Copy Operator, Office Aides, and Secretary).

Why Join Browning Public Schools?

This is more than a management job; it's a chance to make a real difference. You will directly impact the health, well-being, and academic success of our students by providing nutritious meals in a district that serves a unique and vibrant community. You will lead a dedicated team and have the autonomy to shape a program that serves hundreds of students every day.

What You'll Do

As our Food Services Director, you will be the driving force behind our food service operations. Your day-to-day work will include:

- **Program Leadership:** Develop, administer, and evaluate the district's food service, warehouse, and copy center programs in compliance with Federal, State, and Board policies.
- **Menu & Meal Planning:** Plan nutritious menus, supervise meal preparation and serving across all schools, and standardize pricing for lunches and a la carte items.
- **Budget & Finance:** Develop and manage the program budget, oversee purchasing and inventory, prepare bid specifications, and standardize accounting procedures in cooperation with the business office.
- **Team Supervision:** Recruit (along with BPS HR), train, and supervise a staff of 20+. You will assign work, conduct performance evaluations, counsel employees, and resolve grievances to build a positive and effective team.
- **Safety & Compliance:** Maintain the highest safety standards in all kitchens and facilities, ensuring compliance with state and insurance regulations.
- **Warehouse & Logistics:** Oversee the safe and efficient storage and delivery of all supplies and equipment. This includes supervising centralized mail services (internal and external) and the district copy center.
- **Community Engagement:** Be the public face of our program by keeping parents, patrons, and the community informed about menus, services, and the health benefits of our school meal program.
- **Reporting:** Oversee reporting required by kitchen staff and create/submit required reports to state agencies.

What We're Looking For

We're looking for a leader who is organized, proactive, and passionate about service. To be successful, you will need:

Minimum Qualifications

- **Education:** Associate's Degree in Hospitality Management or a related field.
- **Experience:** At least three (3) years of experience in food service management.
- **Licenses:** A valid driver's license.
- **Technical Skills:** Proficiency with desktop computers (Microsoft operating system preferred).
- **Knowledge & Skills:**
 - Deep knowledge of Federal and State guidelines for food service.

- Hands-on knowledge of food preparation.
- Experience organizing an effective ordering and receiving system.
- Proven ability in program planning and budget management.
- Excellent communication, problem-solving, and organizational skills.
- A demonstrated ability to motivate and supervise staff.
- Strong work ethic and reliability.

What Will Make You Stand Out (Desirable Qualifications)

- **A Bachelor's Degree.**
- Experience working in a **school or large-scale food service setting.**
- Experience working in or with **Native American communities.**

Compensation: Salary is DOE and currently starts at \$65,000.00 for 0 years' experience.

Benefits: Benefits include paid health insurance, retirement and earned annual/sick leave.

Work Environment

The work takes place in a standard office and school kitchen environment. You will be in and around active kitchens, warehouses, and copy centers. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions of this role.

Ready to lead a program that feeds the future? We encourage you to apply and bring your leadership to Browning Public Schools.