



## Director of Food Services

**Position Title:** Food Service Director

**Reports To:** Superintendent / Director of Finance

**Schedule:** Part-time position, approximately 20 hours per week for the 2026–2027 school year. This position may be combined with another food service role to create a full-time opportunity. It is anticipated that the position will transition into a full-time shared role with another local school district beginning in the 2027–2028 school year.

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### Position Summary

The part-time working Food Service Director is responsible for the overall management and daily operation of a self-operated school nutrition program serving approximately 650 students across three buildings. This role combines program leadership, regulatory compliance, and hands-on kitchen support, ensuring all operations meet USDA Child Nutrition Program and Michigan Department of Education (MDE) requirements.

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### Key Responsibilities

#### Program Leadership & Compliance

- Oversee National School Lunch Program (NSLP) and School Breakfast Program (SBP)
- Ensure compliance with USDA and MDE regulations, including meal patterns, documentation, and reporting
- Complete and submit reimbursement claims, production records, and required reports
- Lead preparation for Administrative Reviews and health inspections
- Maintain HACCP-based food safety program and sanitation standards

#### Hands-On Operations (Essential Function)

- Actively assist with meal preparation, cooking, and service as needed
- Provide coverage for staff absences and support daily kitchen operations across buildings
- Ensure consistency in food quality, portioning, and service
- Assist with receiving, inventory, and product rotation

#### Menu Planning & Nutrition

- Develop menus that meet federal nutrition standards and student preferences
- Ensure compliance with special dietary accommodations and food allergies
- Monitor participation and adjust offerings to improve student engagement

#### Staff Supervision & Coordination

- Supervise and support food service staff across all buildings
- Develop schedules and coordinate staffing between sites
- Train staff on compliance, food safety, and operational procedures
- Participate in hiring and performance evaluations

#### Financial & Operational Oversight

- Manage food service budget for a self-operated program

- Monitor food, labor, and supply costs to maintain financial stability
- Oversee ordering, vendor relationships, and inventory controls
- Evaluate program efficiency and identify cost-saving opportunities

### **Communication & Leadership**

- Serve as liaison between administration, staff, and families
- Collaborate with building principals and district leadership
- Promote the food service program within the school community, including district social media and regular parent communication

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### **Minimum Qualifications (Aligned with USDA Guidelines)**

- High school diploma required (Associate's or Bachelor's degree preferred)
- Minimum 3 years of relevant food service experience, preferably in a school or institutional setting
- Experience supervising staff and managing operations
- Knowledge of USDA Child Nutrition Programs and compliance requirements
- ServSafe Certification or ability to obtain within 30 days of employment

### **APPLICATION PROCEDURE**

#### **INTERNAL APPLICANTS:**

Submit your resume, including three professional references, by Friday, May 22, 2026, to:

Ms. Tracy West  
Atherton Community Schools  
3354 S. Genesee Road  
Burton, MI 48519

#### **EXTERNAL APPLICANTS:**

Apply online no later than Friday, May 22, 2026, at

It is the policy of Atherton Community Schools that no person shall, based on sex, race, color, national origin, age, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.