



## **Job Opening**

**Position Title: Missoula Catholic Schools Food Service Director**

**Employment: Hourly Paid Position**

**Reports to: Loyola Sacred Heart Principal**

Missoula Catholic Schools is committed to the formation of young men and women of compassion, conscience, competence and community.

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### **Position Description**

The Food Service Director must have training, experience and ability to direct the total food service operation. The Food Service Director manages food service production and delivery systems, including purchase and inventory of food and supplies. They will ensure conformance of food quality, nutrition and productivity standards. The Food Service Director will train, manage and supervise food service staff, practice time management techniques and ensure the highest possible customer satisfaction. The Food Service Director must have skills in purchasing, communication, business management and meet any additional qualifications set by Missoula Catholic Schools. They must have knowledge of large quantity meal preparation, menu planning, and completing state, federal and local reports and following state, federal and local guidelines.

### **Qualifications**

Specialized training in food preparation, and/or food service management with demonstrable computer, record keeping and communication skills.

- At least 8 hours food safety training within the past 5 years or be able to complete an 8 hour food safety class(ServSafe Manager Training) within the starting date.
- Directors must complete 12 hours of annual continuing education according to our state OPI guidelines and National School Lunch Program. (Hours can be filled at MTSNA conference)
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students and parents/guardians.
- Able to maintain self-control under stressful situations and workload pressures with a positive attitude.

- This position requires punctuality, dependability, ability to multitask, organization, flexibility and strong people skills.
- Completing Virtus training and remaining compliant.

### **Duties and Responsibilities**

The Food Service Director shall be responsible for food service related business and personnel management, including supervising, coordinating and directing work duties of all personnel. He/She shall make sure MCS Food Service Program complies with local, state and federal requirements and completes all reports needed to operate the program.

- Plan, implement and review all breakfast and lunch menus.
- Be responsible for purchasing food commodities.
- Be aware of and comply with OPI mandates and Missoula Health Department.
- Work closely with our HR department and Controller on guidelines and budget.
- Manage the food service department in an efficient manner while following MCS budgetary guidelines.
- Communicate well with LSH and SJS principals on special events regarding daily lunch service and special events.
- Maintain the highest standards of cleanliness, safety and proper storage of all equipment and the proper handling, serving and storage of all foods.
- Understand and implement safety procedures required by the state and school.
- Be responsible for the cleanliness of the kitchen, maintaining all equipment so it is in proper working order while following guidelines from the local Health Dept.
- Be able to meet deadlines with time constraints.
- Be able to lift and/or move up to 50 pounds such as crates, bags, canned food or fresh produce.
- Employees are regularly required to stand on his/her feet for extended periods of time and frequently squat, kneel, reach above the head and reach forward. Hand strength for grasping utensils or carrying pots and pans. The employee will sometimes push/pull items such as tables, or bulk food carts and insulated portable food carriers.
- Employees are regularly working with toxic or caustic chemicals like bleach, degreaser and sprays.
- Be responsible for keeping records and filing reports in connection with the school lunch program as required by the school and the state.
- Assist in hiring, promotion or dismissal of food service workers.
- Arrange for substitutes when food service personnel are absent.
- Be responsible for evaluation of food service personnel.
- Coordinate the use of food service department facilities and/or equipment by staff or outside groups. (Key Club, Team Dinners, etc)
- Obtain bids from vendors for the procurement of food, equipment and services needed for the department.
- Perform any and all other duties prescribed by the LSH Administrator.
- Represent the food service program on the MCS Wellness Committee.

- Coordinate and train volunteer helpers at SJS and LSH, ensuring that they stay current with required Virtus training.
- Attend the MTSNA (Montana School Nutrition Association) Conference yearly in June.

*Salary is based on experience and education.*

**Interested candidates should mail, drop off or email application materials to:**

**Application Packet Requirements:**

**Cover letter/Letter of Interest**

**Current Resume**

***Loyola Sacred Heart High School***

***Attn: Paul Richardson***

***320 Edith Street***

***Missoula, MT 59801***

***or***

**[paul.richardson@mcsmt.org](mailto:paul.richardson@mcsmt.org)**