



290 First Street
P.O. Box 100
Gervais, Oregon 97026-0100
Phone: (503) 792-3801
FAX: (503) 792-3809
www.gervais.k12.or.us

Vacancy Announcement
Please post – March 2, 2015

POSITION:

- ◆ **Food Services Director**

TERMS OF EMPLOYMENT:

- 205-day contract and other conditions and benefits as set in the job description and master agreement.
- Extra Duty if there is a summer school program

SALARY:

- \$40,000 - \$45,000/annually, depending upon previous experience.

STARTING DATE:

- June 1, 2015 (Typical Start Date is July 1, successful candidate will have some available time for cross training in June)

PERFORMANCE RESPONSIBILITIES:

- See Job Description in Application Packet.

MINIMUM QUALIFICATIONS (Pending Board Approval):

- High school diploma and at least five years of school foodservice experience OR Bachelor's degree and certification in an Oregon state recognized food related field.
- Knowledge of dietary principles and practices related to school meal programs;
- Procedures and equipment used in preparation, cooking and serving food in large quantities; food values, proper food combinations and economical substitutions that may be made;
- Factors involved in menu planning and state laws and district policies pertaining to the national school lunch program; knowledge of budgeting and bidding procedures;
- Ability to maintain cooperative relationships with subordinate employees; and
- Have a First Aid card as requested by supervisor.

PREFERRED QUALIFICATIONS:

- Experience with the following programs:
 - National School Lunch Program
 - School Breakfast Program
 - Child and Adult Care Feeding Program
 - Summer Lunch Program
 - Fresh Fruit and Vegetable Program
 - Spring Break Meal Program
 - Catering
 - USDA Food Commodities
 - Department of Defense Program
 - Oregon Child Nutrition Coalition
 - Farm to School
- School Nutrition Specialist Certification
- Serve Safe Certification

Gervais School District is an equal opportunity educator and employer.

Persons having questions about or requests for special needs and accommodation should contact the Director of Special Programs at the Gervais School District Office, 290 First Street, Gervais, OR 97026, Phone (503) 792-3801. Contact should be made 48 hours in advance of the event.

HOW TO APPLY:

Submit a Gervais School District Administrator Application with the following:

- A letter of interest addressing your strengths relative to the position;
- A copy of your certifications and licenses;
- A current professional resume;
- The names, titles, addresses, and both home and office telephone numbers of three current references; and
- Professional credential from a university placement office, or 3 current letters of reference and copies of college transcripts.

Sent to: Gervais School District #1, Openings - P.O. Box 100 - Gervais, OR 97026-0100 (503) 792-3803 x200

All items above must be received by application deadline in order to be considered for this position

*If a current application, resume, and placement file are already with the district office, please write a letter of interest for this vacancy to reactivate the file.

APPLICATION DEADLINE:

- Applications will be accepted until **4 p.m. on Friday, March 27, 2015 or until filled**, at the District Office, or until the position is filled.

HIRING TIMELINES:

- Advertise opening: 03/02/2015
- Applications due: 03/27/2015 or until filled
- Applications screened: 03/30/2015
- Interviews: 04/03/2015
- Board Approval: 04/16/2015
- Position to be offered: 04/17/2015
- Starting date: 06/01/2015 or as soon as possible

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