

## **JOB OPENING**

### **Food Service Program Director**

*Location: 3005 South 2900 East, Salt Lake City, UT 84109 PH: 801-474-2066*

*School: Canyon Rim Academy, a K-6 Charter School*

*This is full-time salaried position with benefits working 32-36 hours per week during the school year. Average meal count is about 280 per day.*

The Food Service Director is responsible for the preparation and serving of all meals. The successful candidate should have knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education. The candidate should be familiar with food service production and delivery system, including purchase and inventory of food and supplies. The Food Service Director will insure conformance with food quality, nutrition, and productivity standards. This person will be responsible to train, manage and supervise food service staff, practice time management techniques, and insure the highest possible customer satisfaction.

#### **QUALIFICATIONS:**

Bachelor's degree, or equivalent educational experience OR Associates degree or equivalent educational experience and at least 1 year of relevant school nutrition program experience OR HS diploma and at least 3 years of relevant experience in school nutrition programs. In addition, candidate must be able to read, write and communicate effectively, display exemplary practices of personal cleanliness, work in a fast paced environment and tolerate a close working proximity.

Required: Completed 8 hours of food safety training (comparable to ServSafe Certification) within the past 5 years. If not, candidate must complete training within 30 calendar days of start date.

#### **DUTIES AND RESPONSIBILITIES:**

- Supervises and coordinates the preparation of approved menus and recipes, cooks and serves meals to ensure compliance with established policies and to meet guidelines of NSLP.
- Receives and verifies quantity and specification of food and supply orders, ensures proper storage of orders in designated areas utilizing temperature requirements and food spoilage guidelines.
- Ensures the quality and portion control of food served.
- Designs and implements school meal menus.
- Orders food and supplies to meet meal projections and minimize waste.

To apply, send a resume to [dgarrett@canyonrimacademy.org](mailto:dgarrett@canyonrimacademy.org). Position closes March 10th. Be sure to include a day time phone number where we can reach you.

Canyon Rim Academy is an Equal Opportunity Employer