

## **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.*

Canyon Rim Academy (CRA) is a K-6 public charter school located on the east bench of Salt Lake County focused on providing a positive learning environment for approximately 525 students. The Mission of CRA is to cultivate a school environment centered on each student achieving their maximum academic, social, and emotional potential while embracing the Core Values: Learning, Respect, Safety, Love, Peace, and Joy.

The Food Service Director is responsible for the preparation and serving of all meals. The successful candidate should have extensive relevant 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. Specialized training in food preparation and/or food service management with demonstrable computer, record keeping, and communication skills is essential. Related academic majors or focused coursework in food and nutrition, food service management, family and consumer sciences, nutrition education, or culinary arts is advantageous.

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. Additionally, candidate must frequently lift or move objects up to 10 pounds and routinely lift or move food boxes up to 40 pounds and be able to stand for up to five hours.

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.
- Ensures equipment, storage, food preparation and services areas are maintained in a sanitary condition and complies with all established guidelines.
- Maintains, prepares, and reviews a variety of records, inventories, logs, and reports; ensures documentation is accurate and timely.
- Makes occasional trips to pick up fresh produce from local grocer using personal vehicle.
- Communicates with students, school personnel, parents, etc to exchange information, receive suggestions and/or resolve issues related to food services.
- Maintain the highest standards of cleanliness and safety in the kitchen.
- Participates in required meetings, trainings or functions.
- Maintains appropriate permits and certifications for all staff members.

To apply, send a resume to [dgarrett@canyonrimacademy.org](mailto:dgarrett@canyonrimacademy.org). Position closes October 20<sup>th</sup>. Be sure to include a day time phone number where we can reach you.

Canyon Rim Academy is an Equal Opportunity Employer.