

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Director of Food Services

**LOCATION:** St. Thomas/St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

**Deadline for applying:** Until Filled

**Starting Salary:** \$65,000

**Union:** Exempt

**DESCRIPTION**

The Director of the Food Services Program is responsible for planning, implementing and evaluating all aspects of the districts' Child Nutrition Program (CNP). This position allows great flexibility in developing policies and procedures designed to ensure that the Department meets the educational and nutritional needs of children. The employee in this position also has the responsibility to develop and implement all policies and procedures as it relates to the planning, organizing, supervising, and managing the district operational functions. This appointee is given considerable latitude in applying acquired knowledge and skills for implementation of work under direct supervision of the Insular Superintendent. This employee will submit monthly reports to the State Director for monitoring purposes.

**DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)**

- Implement procedures that conform to all state and federal laws and regulations regarding school food service.
- Develop and maintain safety standards in conformance with federal, local and insurance regulations.
- Hire, recruit, train and supervise all food service personnel, and make recommendations on their employment, transfer, release, etc.
- Develop and administer the contractual food service program to meet all the requirements of the daily program.
- Maintain all district owned equipment and develop plans for preventative maintenance.
- Act as liaison with parents for concerns and special needs.
- Establish quality standard for the presentation and service of food.

- Provide guidance to implement a customer's driven philosophy that focuses on values and satisfaction.
- Develop cost effective menu consistent with principles of good nutrition that meet all local and federal guidelines and regulations.
- Maintain nutritional integrity of the school's child nutrition program through implementation of nutrition objective.
- Works with school administrators, teachers, and physicians to plan menus for children with special needs.
- Employ professional management techniques to maintain an effective and efficient school food service operations.
- Develop short and long term goals for the district school service program that supports philosophy and policies of the Department of Education.
- Implement policies and procedures to endure effective operations of school child nutrition programs.
- Produce all daily and monthly reports including but not limited to food production, inventory, local and federal monthly reports, progress reports, menus and financial reports.
- Develop guidelines for providing services in response to disaster or emergency feeding.
- Maintain required records, prepare and submit monthly and other reports to the State Director
- Assist with designing and planning for an appropriate and efficient program that ensures high quality customer service, wholesome food production, and simplified work flow.
- Determine equipment needs and specifications, consistent with budget and other constraints.
- Review current research information to determine health and nutrition related trends, food service management developments; and other issues that may affect CNPs.
- Provide information to encourage and secure support from the Department of Education, administration, faculty, students, and community for the CNP.
- Establish standards for the professional growth of the districts school nutrition program personnel.
- Perform additional duties assigned for the efficient operation of the District Food Service Program.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, practices, and methods of office management.
- Knowledge of the principles of administration and supervision;
- Knowledge of departmental rules and regulations, and of established methods of financial record keeping, personnel and procurement procedures
- Ability to plan, layout, and direct the work of employees engaged in a school lunch program at the district level
- Ability to establish operating nutritional standards for school lunch rooms.
- Ability to express oneself clearly and concisely, orally and in writing
- Excellent organizational skills;
- Proficient in Microsoft Office;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;

- Ability to establish and maintain effective working relationships;
- Ability to exercise sound independent judgment in carrying out functions of the position;

#### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Nutrition and Food Service Management, Dietetics or Business Administration, Management or other related field with two (2) years or more of school food service management experience and training in food service. **AND**;

#### **LICENSES, REGISTRATIONS OR CERTIFICATIONS**

- Ability to qualify for a Valid Virgin Islands Driver's License
- Ability to qualify for a Valid Food Handler's Certificate

**No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age."**

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

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*Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

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Posted on 02/05/2018