

## **School Lunch Manager (Anticipated)**

Charlotte Valley CSD is seeking a qualified individual to join our team as a School Lunch Manager. The ideal candidate will ensure that our students receive high-quality, nutritious meals in a safe and efficient manner. This role involves meal planning, staff supervision, and compliance with health and safety regulations.

Charlotte Valley opened a **newly constructed kitchen and cafeteria space**.

This work is performed under the direct supervision of the Superintendent of Schools.

### **Responsibilities include:**

- Manage daily food service operations, including meal preparation and serving.
- Plan and develop nutritious menus that meet dietary guidelines.
- Supervise kitchen staff, providing training and support as needed.
- Ensure compliance with local, state, and federal health and safety regulations.
- Maintain inventory and order supplies as necessary.
- Monitor food costs and manage budgets effectively.
- Collaborate with teachers, parents, and administration regarding meal programs and special events.
- Implement programs promoting healthy eating and food education among students.
- Address any food-related concerns or issues with staff and students.
- Chairperson of the district wellness committee, reviewing, monitoring, and enhancing the wellness policy.
- Administer the school greenhouse by planning, planting, and harvesting vegetables/plants. Incorporate student participation in the greenhouse.

### **Minimum Qualifications**

- High school diploma or equivalent/AND
- Graduation from a college with a Bachelor's Degree in Hotel or Restaurant Management, Food Service Administration, Dietetic, Nutrition or related field and one year of experience in institution management, hotel administration or restaurant management involving large quantity food service which shall involve supervision of subordinates; OR
- Graduation from a college with an Associate's Degree in Hotel or Restaurant Management, Food Service Administration, Dietetic, Nutrition or related field and three years of experience in institution management, hotel administration or restaurant management involving large quantity food service which shall involve supervision of subordinates; OR
- Five years of full time experience or its part time equivalent in large scale food preparation which includes three years of relevant experience in school nutrition programs which shall involve supervision of subordinates; OR
- An equivalent combination of training and experience as indicated in A, B, or C above.

**NOTE:** At least 8 hours of food safety training is required with not more than 5 years prior to appointment date or completed within 30 days after.

### **Compensation**

The successful candidate will be provided a 10-month Civil Service probationary appointment, plus per diem summer employment. Starting salary is commensurate with experience, starting yearly salary \$33,000-\$45,000 plus contractual benefits.

### **Deadline**

Application, resume, and 3 letters of reference can be submitted to Mrs. Jennifer Plante, Superintendent Secretary and District Clerk, [plante.jennifer@charlottevalley.org](mailto:plante.jennifer@charlottevalley.org) Applications may also be submitted through OLAS. Position starting August 1, 2025. Open until filled.