

POSITION VACANCY ANNOUNCEMENT

Education and Training Connection

Position: School Nutrition Coordinator
Date: September 23, 2020
Status: Full Time M-F (5 days per week 35 hours per week)

Education and Training Connection, is currently in search of a School Nutrition Coordinator for the 20-21 school year at Windover High School located in Midland, MI. The assignment will begin on or about October 2, 2020

Summary: The School Nutrition Coordinator is an important supervisory position involving responsibility for efficiently and economically providing a nutritious lunch program for school children according to state and federal guidelines. This position as the school lunch program duties are under the general supervision of the building administration.

Qualifications, Essential Duties and Responsibilities: include the following

- High School Diploma or GED with experience in food preparation, safety instructions and sanitary requirements
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Knowledge of the National School Lunch Program at the Federal and State Levels
- Ability to maintain high standards of sanitation and cleanliness in food production and service areas
- Complete and maintain accurate records and forms for a school lunch program
- Supervise and evaluate lunch program support staff
- Ability to meet physical demands of the job require bending, standing, and lifting (50 pounds)
- Ability to meet the needs of students and staff in a pleasant and timely fashion
- High-energy, well-organized, creative thinker and a flexible team player with excellent administrative and leadership skills.
- Demonstrated ability to work with the entire school community, parents, students, teachers, administration, business and community groups).
- Ability to evaluate performance of support staff.
- Excellent work ethic, human relations and conflict resolution skills
- Serve Safe Certificate and First Aid Certificate
- Other duties as assigned

Application Deadline Open until Filled

Each applicant should send a letter of Interest, Email or Application to the Human Resource Department. The letter of Interest or Application should be sent to:

Christine Murphy
Human Resources Director
Education and Training Connection
884 E. Isabella Road
Midland, Michigan 48640

It is the Policy of EDUCATION AND TRAINING CONNECTION not to discriminate on the basis of religion, race, national origin, sex, marital status, or handicap in education programs, activities, or services and to comply with all requirement and regulations of the U.S. Department of Education.

EDUCATION AND TRAINING CONNECTION is an EQUAL OPPORTUNITY EMPLOYER.