



HOME OF THE HORNETS

PELLSTON PUBLIC SCHOOLS

172 PARK STREET · PELLSTON, MI 49769

SUPERINTENDENT
(231) 539-8421

MS/HS OFFICE
(231) 539-8801

ELEMENTARY OFFICE
(231) 539-8421

Pellston Public Schools is seeking a dedicated and qualified **Food Service Director** to oversee and manage food service operations for both Pellston Public Schools and Alanson Public Schools. The Director will ensure nutritional standards, financial sustainability, and high-quality program execution across all district meal services.

Key Responsibilities

Menu Planning & Nutrition: Design compliant, balanced menus adhering strictly to USDA guidelines for the School Breakfast Program, National School Lunch Program, Child and Adult Care Food Program, and Afterschool Snack Program.

- **Food Production & Quality Control:** Oversee meal preparation and delivery, ensuring full compliance with USDA, Michigan Department of Agriculture (MDA), and local Health Department standards.
- **Safety & Sanitation:** Maintain rigorous food safety protocols in alignment with ServSafe requirements.
- **Procurement & Inventory:** Manage vendor relations, evaluate pricing, secure quotes, and coordinate food and supply ordering.
- **Financial Operations:** Collaborate closely with the Finance Director on budget development, staffing allocations, spending oversight, grant management, and monthly state claiming processes.
- **Personnel Management:** Hire, train, schedule, evaluate, and support department staff; conduct regular team meetings and manage timesheet reviews.
- **Compliance & Documentation:** Maintain comprehensive daily, weekly, and monthly records for district, state, and federal reporting entities.
- **Special Event Catering:** Coordinate catering services for district events as staffing and resources permit.

General Administration: Perform comprehensive program management duties as assigned by the USDA, MDE, or school administration.

Qualifications & Requirements

Education & Experience Options:

- **Bachelor's degree** (or equivalent) with a major/concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; *OR*
- **Bachelor's degree** in any academic major plus a State-recognized certificate in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, or business; *OR*
- **Associate's degree** (or equivalent) in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, or business, along with at least one (1) year of relevant school nutrition experience; *OR*
- **High School Diploma/GED** with at least three (3) years of relevant experience in school nutrition programs.

Certifications & Training:

Completion of at least 8 hours of food safety training within 3 years prior to start date, or completed within 30 days of hire.

Reporting Relationship

The Food Service Director reports directly to the Superintendent of Pellston Public Schools.

Compensation & Benefits

Pellston Public Schools offers a competitive salary and comprehensive benefits package commensurate with qualifications, experience, and skills.

Application Process

Interested candidates should electronically submit a cover letter, resume, and professional references to:

Stephen Seelye, Superintendent

sseelye@pellstonschools.org