

THREE FORKS PUBLIC SCHOOLS

School District No. J-24 . 212 East Neal . Three Forks, MT 59752

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Tuesday, May 31, 2022

Three Forks Schools District is accepting employment applications for the upcoming 2022 Foods Service Program

Position: Food Service Supervisor

Base Hourly Rate of Pay: \$15.36 Credit on the salary schedule may be given for up to ten (10) years work related experience.

Closing Date: until filled

Anticipated start date: August 15, 2022

Job Description: Food Service Program Manager / Supervisor

School: Three Forks Schools

Recruitment: Open to the Public

Reports to: Superintendent

Position Overview: The Three Forks School District is seeking a Foods Service Program Manager / Supervisor to plan, coordinate, and prepare food for students during our school and summer programming. This position will also be responsible for the planning and implementation of the Summer Community Foods Program. The person in this position will be responsible for planning and preparing nutritionally balanced quality meals for students attending summer and school year programming as well as the Summer Foods Program for the community. Due to on-going construction, meals will be prepared and served from our district mobile kitchen during the summer months. The building kitchen is scheduled to be completed for the start of school in the fall of 2022.

Essential Duties and Job Responsibilities:

- Prepares, plates, and serves meals for students
- Adheres to food safety standards at all times, making sure that all food is free of contaminants and pathogens that might result in illness.

- Demonstrates excellent customer service with a positive demeanor
- Cleans pots, pans, and any other dishes in the kitchen as needed, adhering to safety and sanitation standards at all times
- Maintains accurate inventory of resources
- Creates menu for duration of summer and school year programming
- Manages and maintains supplies needed for meal preparation including food orders on regular basis

Desired Minimum Qualifications:

Appropriate food handlers license or certification : Food Serve Safe Certification

Supervisory Experience in Food Service Management

Experience working in school setting food services preferred

Knowledge of kitchen sanitations, cleaning, and maintenance

Experience with technology, reporting, record keeping

Equipment Used:

A variety of all types of kitchen equipment including gas stoves, ovens, warmers, coolers, pots & pans, utensils for cutting, paring, slicing, and stirring.

Work Environment:

While performing the duties of this job, the employee regularly works inside a food trailer during our construction phase and then within the school facility in the fall of 2022. The employee must be able to meet deadlines with sometimes significant time constraints. The employee is directly responsible for the health, safety, well-being, and nourishment of students through the course of meal preparation and delivery.

Mental/Motor Demands:

While performing the duties of this job, the employee frequently exercises flexibility (ability to shift from one task to another). The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

The physical demands and work-environment characteristics described within this position description are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The information in the position description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Employee may perform other duties to meet the ongoing needs of the School District.

Application Materials Needed:

Candidates Need to Submit The Following Information:

1. Letter of Interest for the position
2. Resume
3. District Application (The application can be found at the following URL: <http://tfschools.com>)
4. 3 Letters of Recommendation (optional)

****Please send all application materials to the Three Forks Schools District Office.**

Contact Information:

Dr Rhonda Uthlaut, Superintendent

Phone: 406-285-6830

212 East Neal St.

Three Forks, Montana 59752

The Three Forks School District is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, national origin, gender, disability, or age.

Three Forks is a Class B district, kindergarten through 12th grade, with approximately 775 students.

Three Forks, Montana is located 30 miles west of Bozeman by way of Interstate 90. An historic small town community, Three Forks is rich in history. Nearby Missouri Headwaters State Park preserves the historic place where Lewis and Clark discovered the confluence of the Jefferson, Madison and Gallatin rivers creating the headwaters of the 2,300 Missouri River.

This area of Big Sky Country offers fishing, hunting, boating, hiking, camping, snowmobiling, rafting, and much more for the outdoor enthusiast. Annual events include the Three Forks Rodeo Dayz NRA Rodeo and Streetdance, Headwaters Country Jam, and Downtown Christmas Stroll.