

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: Food Service Manager
Job Order Number: 11578528
Domicile Location: St. Louis
Section/Office: Missouri School for the Blind/Division of Special Education
Salary: \$30,680 annually (12-month position)
Deadline: Open until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

- Bachelor's degree in food preparation, nutrition education, culinary arts, food service management, or a related field.
- ServSafe certification

OR

- Associate's degree in food preparation, nutrition education, culinary arts, food service management, or a related field
- ServSafe certification
- At least one year relevant school nutrition programs experience.

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)

KNOWLEDGE, SKILLS AND ABILITIES

- Communicate effectively both orally and in writing with coworkers, staff, and students.
- Effectively manage own time and the time of food service staff.
- Able to supervise and instruct employees in the preparation of food.
- Able to establish and maintain positive relationships with staff, coworkers and students.
- Thorough knowledge of materials, cooking methods, and equipment used in preparing food on a large scale.
- Able to work long hours while standing and under conditions of high temperature.

EXAMPLES OF WORK PERFORMED

- Provide well-rounded, nourishing meals for the students, staff, and visitors in a healthy and sanitary manner.
- Assume responsibility for all phases of the Food Service program.
- Prepare and maintain all required local, state, and federal food service reports.
- Attend all required state and federal food service training, and meet annual training requirements.
- Prepare requisitions as needed.
- Maintain sufficient inventory of meats and groceries.
- Keep accurate accounting of time worked by food service staff.
- Plan, schedule, and assign work for efficient operation.
- Stock and maintain emergency supply of non-perishable food items for campus-wide safety program.
- Participate in periodic meetings related to safety program.
- Perform other duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at <http://msb.dese.mo.gov/jobs.html> . Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A FULL-TIME POSITION)

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

SELECTIVE SERVICE REGISTRATION REQUIREMENT

Anyone who is required to register under the United States Military Selective Service Act must show proof of registration prior to being offered employment with the State of Missouri. (Authority: Section 105.1213, RSMo.)

STATE TAX REQUIREMENT

State law now requires all employees to pay their state taxes in a timely manner as a condition of employment. Each year the Department of Revenue will determine if any state employees are delinquent in paying their state taxes for the prior tax year. Employees who are delinquent will be notified and given sufficient time to resolve their state tax liability. Employees who fail to meet this requirement will be terminated. (Authority: Section 105.262, RSMo.)

NOTICE OF NON-DISCRIMINATION

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 8th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number (573) 751-9619 or TYY (800) 735-2966.