

# Georgia Department of Education

## Job Announcement

<b>Posting Date:</b> Announcement: GSD 2017-01		<b>Apply by:</b> Until Filled	
<b>Position Title:</b> Food Service Special Supervisor (School Nutrition Manager) Position #: 00055392	<b>Location:</b>  <b>Georgia School for the Deaf</b> <b>232 Perry Farm Road</b> <b>Cave Spring, GA 30124</b>	<b>Program/Unit:</b> Division of State Schools	
<p><b><u>Description of Duties:</u></b>          Under general supervision, manages a school food service operation in an organized and efficient manner. Duties include, but are not limited to: Directing the activities of cafeteria workers while also meeting state and division requirements; attending in-service trainings and workshops; supervising food service operations to ensure that food is served in a safe and sanitary environment; completing and submitting accurately all required daily, weekly and monthly food service reports according to established deadlines; directing the preparation of food according to standardized recipes and established food preparation procedures; assessing the appropriate quantity of food to order, prepare and serve according to projected meal counts; receiving and verifying all deliveries and addressing unsatisfactory products or services; preparing invoices for payment in a timely manner according to established procedures; securing substitute personnel when needed to ensure that food is served appropriately; providing regular updates and all supporting information to the school administrator according to established procedures; evaluating the performance of other food service staff; providing instruction, direction and coaching when needed for other food service workers; and reporting supply needs in a timely fashion; and reporting any essential repairs for equipment. Note: Georgia Department of Education Training-in-Depth core courses (1-4) Food Services certification must be obtained within four years of employment.</p>			
<p><b><u>Minimum Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• High school diploma or GED <b>AND</b></li> <li>• Three (3) years supervisory institutional food service or closely related experience</li> <li>• Strong computer skills (e.g. Microsoft Office skills including Outlook, Excel and Word)</li> <li>• Must be able to lift 30 pounds</li> <li>• Serve Safe Culinary Certification</li> </ul>			
<p><b><u>Preferred Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Associate Degree in Dietetics, Food and Nutrition, Institutional Food Service or closely related area</li> <li>• Georgia Department of Education Training-in-Depth core courses (1-4) Food Services certification</li> </ul>			
<p><b><u>Salary/Benefits:</u></b>          Pay Grade K: Annual salary range \$36,268.09 (minimum) to \$51,811.56 (maximum). This is a 12-month position paid on a semi-monthly basis. Hiring salary is commensurate with current employment, relevant education/training, work experience and available funding. Benefit options include life, disability, dental and health insurance; annual/sick leave; and Employees' Retirement or Teachers Retirement.</p>			
<p>Submit a State of Georgia Application and salary history to:</p> <p><b>Georgia School for the Deaf</b>  <b>Attn: Personnel Office</b>  <b>232 Perry Farm Road, Cave Spring, GA 30124</b>  <b>E-mail: <a href="mailto:gsdemployment@doe.k2.ga.us">gsdemployment@doe.k2.ga.us</a></b></p>			
<p>Consideration/interviews will begin as soon as a list of applicants is established. Applications will be evaluated and only those meeting the qualifications may be forwarded to the hiring manager to be considered. Candidates chosen for interviews will be contacted directly. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received, we cannot provide application status information.</p>			
<p>It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices. The Georgia Department of Education (GaDOE) and each associated State School is a registered participant in the federal work authorization program commonly known as E-Verify. The GaDOE utilizes the program to verify employment eligibility of individuals hired on or after July 1, 2007.          GaDOE Federally-issued User ID#: 46420          Date of Authorization: 07/02/2007</p>			
<b>An Equal Opportunity Employer</b>			