



Akii-gikinoo'amaading

Physical: 8529 N Trepania Road, Hayward, WI 54843
Mailing: 13394 W Trepania Road, Hayward, WI 54843
715-558-7394 | www.akiing.earth

Position: Food Service Manager
Salary: Dependent on Qualifications
Terms of Employment: 1 FTE (School year)
Reports to: Charter School Director
Hours: Monday - Friday 7:00 am - 3:00 pm
Open until filled

Akii-gikinoo'amaading is a 6-12th grade project-based learning (PBL) school that will engage youth in indigenous science learning experiences that motivate them to be engaged global citizens through critical thinking and analysis of environmental issues and to explore STEM careers that meet future workforce needs for managing tribal resources. Akii-gikinoo'amaading is also a teacher-powered school, where management of the learning, program, and school is the responsibility of the instructional team with the assistance of a School Director that maintains oversight of daily operations.

The Food Service Director serves as the meal planning and service for student meals at school that attracts and maximizes student participation by providing a healthy, nutritional environment that helps to promote student learning while maintaining fiscal responsibility and reporting requirements. The Food Service Director also coordinates serving schedules, orders supplies, maintains food preparation equipment, generates reports in accordance with State and Federal programs, and works well independently as well as on a team.

DUTIES & RESPONSIBILITIES:

- Directly responsible to the School Director.
- Plan, organize and direct school nutrition program operations to assure compliance with school, federal and state requirements of nutrition, procurement, menu planning, and food safety and sanitation; and
- Review and approve all free and reduced-price meal applications, and coordinate staff to help household's/families complete applications in a timely manner; and
- Directly responsible for the procedure and accurate daily student count; and
- Consolidate meal count data and prepare monthly claims for reimbursement; and
- Plan menus that meet the school's selected USDA menu planning option, well-balanced, nutritional, and within a budget; and
- Review food production records and provide staff training as needed to ensure recordkeeping is completed consistent with regulations; and
- Review and update school's food safety or HACCP plan annually and/or as needed; and
- Ensure food, equipment, and thermometer calibration log sheets are maintained and

- current; and
- Work with sanitation to ensure school is meeting food safety and sanitation regulations; and
- Train kitchen staff in proper food safety and sanitation techniques; and
- Maintain inventory system for food, paper, cleaning supplies, and government commodities; and
- Work to prepare annual commodity order, and check DPI commodity website monthly for availability of surplus commodities; and
- Keep abreast of new information, innovative ideas and technology; and
- Conduct training programs for food service staff to develop operation, production and service standards and practices; and
- Develop equipment replacement plan (annual and long term) and arrange for maintenance and repair; and
- Control food service budget and monitor expenditures; and
- Make recommendations for school's Wellness Policy; and
- Must be willing to receive training and certifications; and
- Assist cleaning facility; and
- Willing to assist with other school activities as requested or assigned; and
- Comply with all other directives of the Charter School Director.

QUALIFICATIONS:

- Minimum of High school diploma (or GED) and three (3) years of relevant food service experience.
- Must be supportive of the philosophy, concept, policy, and procedures of the Akii-gikinoo'amaading Charter School.

Application Procedure:

Submit complete LCO Employment Application, three (3) personal references, and any supportive documents. A preliminary background check shall be conducted upon receipt of the LCO Employment Application. A full background check and drug test is required upon hiring.

Mail information to:

Lac Courte Oreilles Tribal Government
 Attn: Human Resources Department
 13394 W Trepania Road
 Hayward, WI 54843
 Telephone: (715) 634-8934
 Human Resources Dept. Fax: (715) 699-1209

Preference will extend to Tribal Members, second to Non-Tribal Members with dependents who are Tribal Members, third to other American Indians and fourth to Non-Native Americans who meet the minimum qualifications of the position. This is in accordance with P.L. 93-638 and Federal Regulations on "INDIAN PREFERENCE".