

**JOIN OUR
TEAM!**

**PUNXSUTAWNEY AREA
SCHOOL DISTRICT**
is currently accepting applications for a

DIRECTOR OF FOOD SERVICE

with an immediate start date.

This is a full time, twelve-month administrative position (Act 93 Like). The Director of Food Service is responsible for food service related business and personnel management. He/she shall be responsible for supervising, coordinating and directing the work duties of all food service personnel, and the preparation and distribution of meals in the district. He/she shall make sure the district's program complies with local, state and federal requirements, complete all required reports and operate the program in a businesslike manner including all fiscal operations of the department.

The District seeks a dynamic, energetic leader who is mission driven and has a record of proven results and responsibilities. A high school diploma is required but a Bachelor's degree or Associate's degree is preferred along with previous experience in school nutrition programs or food service. Organizational, collaborative, and coaching skills are critical to success in this position. The successful candidate will have excellent verbal and written communications skills, a proven ability to build relationships, and strong interpersonal and customer service skills.

Applications will be accepted until filled. Please provide your cover letter, resume, certifications, transcripts, three letters of recommendation less than one-year old, Acts 34, 114, 151 clearances less than one year old, Act 24, Act 126 Certificate, and Act 168 disclosure release(s) to:

**Shelley Pennington, Administrative Assistant,
Punxsutawney Area School District
300 Center Street, Punxsutawney, PA 15767**

**PUNXSUTAWNEY
AREA SCHOOL DISTRICT**