

Job Title: Food Service Director (Part-Time / NSLP)

Location: Laupahoehoe Community Public Charter School

Reports To: School Director

Position Type: Part-Time (approx. 20 hours/week), 12-months

Salary Range: Low estimate \$26,000 – High Estimate: \$35,000 Based on education, and experience

Job Summary

The Food Service Director oversees all aspects of the district's National School Lunch Program (NSLP) and School Breakfast Program (SBP). The ideal candidate will ensure that students receive nutritious, high-quality meals while maintaining strict compliance with federal, state, and local regulations. This role balances administrative tasks (paperwork and budgeting) with hands-on kitchen management.

Key Responsibilities

- **Regulatory Compliance:** Ensure all meals meet USDA requirements; manage the annual verification process for free and reduced-price meal applications OR the Community Eligibility Program. Ensure all training for Food Service Staff is completed annually. Overall compliance within the School Breakfast Program and the National School Lunch Program, including the Fresh Fruit and Vegetable Program.
- **Over-all** management of the school kitchen
- **Menu Planning:** Assist Manager with designing monthly menus that adhere to federal nutritional guidelines (sodium, fat, and calorie targets) while managing student preferences.
- **Fresh Fruit & Vegetable Program:** Work with School Food Service Manager on orders, invoices and delivery of product to students.
- **Financial Management:** Work with the School Business Manager to assist in monitoring the non-profit food service account, track expenditures, and ensure the program remains financially sustainable.
- **Procurement:** Manage USDA Commodity foods with Food Service manager and coordinate with local vendors to procure fresh produce, dairy, and supplies.
- **Safety & Sanitation:** Maintain a high standard of kitchen cleanliness and food safety; ensure the district passes all Health Department inspections.
- **Reporting:** monitor monthly reimbursement claims submitted by the Food Service Manager to the Hawaii Child Nutrition Program accurately and on time.
- **Wellness:** Assist School Food Service Manager in coordination of the Wellness Policy and Triennial Assessments.

Required Qualifications

- **Education:** Bachelor's degree or equivalent educational experience, with academic major in specific areas; OR Bachelor's degree in any academic major, and State recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 1 year of relevant food service experience; OR Associate's degree or equivalent, with academic major in specific areas 1, and at least 1 year of relevant food service experience; OR High School Diploma (or GED) and 3 years of relevant food service experience
- **Experience:** in food service management, preferably within a school or institutional setting.
- **Certifications:** Current **ServSafe Manager Certification** (or ability to obtain within 30 days of hire).
- **Skills:** Proficiency in basic computer software (Excel/Word); ability work with Cafeteria Manager and Business Manager on adherence to budget; strong communication skills for interacting with students, parents, and state auditors; able to multi-task and help in the kitchen when not otherwise working on compliance with the program; ability to multi-task.

Physical Requirements

- Ability to lift up to 50 lbs (milk crates, food cases).
- Ability to stand for extended periods and work in a kitchen environment with varying temperatures.

Benefits:

How to Apply

Please submit a resume and a cover letter through INDEED

Deadline: May 31, 2026