

## **JOB POSTING – April 11, 2025**

**POSITION: Director of Food Services**

**DISTRICT:** Wayne Trace Local Schools

**DAYS IN CONTRACT:** 220

**ANTICIPATED START DATE:** 2025/2026 school year or as soon as available

\*This is a full time salaried position with benefits, salary will be based on experience

**QUALIFICATIONS:** Ideal candidate must possess the personal qualities, behavior and interpersonal qualities necessary to develop a positive working relationship with others. He/She must possess excellent communication skills, be trustworthy, honest and exercise discretion in what is and is not shared with others. Previous supervisory and/or food service operations experience preferred.

**PRIMARY DUTIES:** Oversee the entire food services operation in all three buildings and their cafeteria staff, responsible for the Free/Reduced meal program including processing and verification of applications, order food, supplies and equipment as necessary and stay up to date on state and federal menus and nutrition requirements.

**CONTACT:** Interested applicants need to submit a letter of interest, resume, letters of reference, application for employment and any other pertinent materials that may be applicable to:

Mrs. Jennifer Rust, Executive Assistant to the Superintendent  
Wayne Trace Local Schools  
4915 US Route 127  
Haviland, OH 45851  
Email: [rustj@waynetrace.org](mailto:rustj@waynetrace.org)

Deadline to Apply: April 25, 2025 or until filled