



Fremont Public Schools

Administration

450 E. Pine Street
Fremont, MI 49412
Phone: (231) 924-2350
Fax: (231) 924-5264

Nutrition Services Posting

POSTING DATE: March 8th, 2024

POSITION: Class V Production Manager– Middle School 2024-25 School Year

HOURS: 7:00 a.m. – 3:00 p.m. (8.0 hrs.)

REPORTS TO: Director of Nutrition

RESPONSIBILITIES:

To work cooperatively and effectively with building staff and students, making a positive contribution to the Fremont Public Schools Nutrition Services Department.

To coordinate the daily meal counts from the satellite buildings, place orders for Gordon's, Cedar Crest Dairy, and any other purveyors as needed. Prepare and complete all daily related paperwork.

This position will be required to coordinate the Middle School Production Kitchen to ensure the seamless flow of materials and meals for the satellite schools as well as the Middle School are carried out daily.

To use correct and accurate cashiering practices when dealing with the daily lunch, breakfast and ala carte sales on the computerized POS system. Be able to calculate some figures in your head.

This position may be required to assist the Director when they are off site, and occasionally come in on weather related days due to school cancellation.

To be able to lift and stack 40# cases of food and drinks when deliveries arrive.

The candidate for this position must have past and present good attendance.

DEADLINE: 3/25/2024 or until filled

APPLICATIONS: Submit a written letter of application, completed application, and resume to:
John R. Rosenberg, Director of Nutrition/Fremont Public Schools
450 E. Pine Street
Fremont, MI 49412

APPROVED BY Brad Reyburn, Superintendent

Date: March 8th, 2024

Fremont Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability.