



District No. 131  
Roscoe, Illinois 61073

**Kinnikinnick CCSD No. 131**  
**Vacancy Notice**  
**Food Service Supervisor**  
**2026-27 School Year**

**MINIMUM QUALIFICATIONS:**

1. Prior food service experience preferred.
2. Food Service Sanitation Certification required within 30 days of employment.
3. Required Education:  
High school diploma (or GED) and at least three years of relevant food service experience; **or**  
Associate's degree **or** equivalent educational experience in specific academic majors\*, and at least one year of relevant food service experience; **or**  
Bachelor's degree in any academic major, and at least 1 year of relevant food service experience; **or**  
Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; **or**  
Bachelor's degree, or equivalent educational experience in specific academic majors\*.

*\* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.*

**ESSENTIAL JOB FUNCTIONS:**

- Working knowledge of computers, internet, spreadsheets, word processing, and email.
- Ability to supervise a Food Service staff of 14 across four District school buildings.
- Ability to maintain confidentiality at all times.
- Accuracy when working with numbers, money, and accounting.
- Ability to lift up to 50 pounds.
- Ability to master the basics of all subordinates in order to substitute as needed.
- Ability to stand for up to 6 hours when substituting for staff.
- Willing to use own car to move equipment/supplies from building to building as needed.
- Excellent customer service skills when dealing with students, parents, staff, and the general public.

**TERMS OF EMPLOYMENT:** 200 days annually; 8 hours daily; unpaid lunch break; salary commensurate with education/experience; benefits provided.

**APPLICATION DEADLINE:** Until filled

**APPLICATION REQUIREMENTS:** Submit a letter of interest, copies of transcripts, references and completed application form to:

Kinnikinnick CCSD No. 131  
Attn: Kelly Mahan, Executive Assistant  
5410 Pine Lane  
Roscoe, Illinois 61073  
Phone: 815.623.2837  
Fax: 815.623.9285  
Email: kmahan@kinnschools.org