



MARIN COUNTY

OFFICE OF EDUCATION

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POSITION ANNOUNCEMENT

October 5, 2026

FOOD SERVICE MANAGER

Walker Creek Ranch Outdoor School and Conference Center

The Marin County Office of Education operates a comprehensive residential Outdoor Education and Conference Center Program at **Walker Creek Ranch**, 1700 Marshall Petaluma Road, Marshall, California- which provides educational programs and conference facilities to student and adult groups of 50 to 300 (+), seven days a week through most of the year.

SALARY:	<u>Starting</u>	<u>After 6 months</u>	<u>Annually thereafter</u>
	\$321.54/day	\$324.77/day	\$328.02/\$331.31/\$334.62/day

BENEFITS: Comprehensive benefit package which includes participation in one of six health plans in addition to paid dental, vision, life insurance, paid sick leave, vacation, and holidays. Membership in Social Security and the Public Employees Retirement System (PERS) is required. **Weekend work and residency at the Ranch may be required.**

This position is located at Walker Creek Ranch, a Residential Outdoor Science School and Conference Center located at 1700 Marshall Petaluma Road, in West Marin County, near the small town of Marshall, California. It is about a 30-minute drive west of Novato and Petaluma. The property is owned and operated by the Marin County Office of Education, and programs are offered to public and private schools, and a wide variety of conference groups.

THE POSITION:

The job of Food Service Manager - Walker Creek Ranch is done for the purpose/s of providing support to the food service activities at assigned location; overseeing food budget; organizing food preparation activities; overseeing and assisting food service staff with food preparation and serving; confirming required quantities of food items are available for use; ensuring quality of food items; providing written reports; and complying with mandated health requirements.

This Job reports to Assigned Supervisor.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate

records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: proper food storage and safety practices and procedures; quantity food preparation and handling; sanitation practices; tracking, managing, and procuring food and supplies; inventory control practices; codes, laws, rules, regulations, policies.

Ability is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Experience: Job related experience with increasing levels of responsibility is desired in food service.

Education: High school diploma or equivalent.

Certificates and Licenses

Food Handlers/ServSafe Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance
Measles Vaccination

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

To Apply Submit online at www.edjoin.org:

- A completed Marin County Office of Education application
- Three professional references
- Letter of interest
- Current resume

Selection Procedures:

The multilevel selection process may consist of an application screening process, reference checks, assessment activities, interviews and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

Final Filing Date: Sunday, October 25, 2026 @5pm

CONDITION OF EMPLOYMENT: Employees are required to submit to a Department of Justice background check and provide proof of freedom from tuberculosis and vaccination of Measles.

In compliance with the Immigration Control and Reform Act of 1986, the Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The Marin County Office of Education prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.