



TITUSVILLE AREA SCHOOL DISTRICT

ADMINISTRATION OFFICE: 301 EAST SPRUCE STREET • TITUSVILLE, PENNSYLVANIA 16354-1948
PHONE: (814) 827-2715 • FAX (814) 827-7761 • www.GoRockets.Org

STEPHANIE A. KEEBLER
SUPERINTENDENT

MICHAEL T. MCGAUGHEY, SR.
ASSISTANT SUPERINTENDENT

Job Posting:

(Anticipated) Director of Transportation & Food Service/Act 93

Work Location: District Administration Office

Type Position: Permanent / Full-Time

Posting Date: February 12, 2025

Certifications Required: Act 34 PA Criminal Background Check
Act 114 Federal FBI Fingerprinting
Act 151 PA Child Abuse Certification
Act 126 Mandated Reporter Training Certification
Act 24/82 Disclosure
Act 168 Disclosure

Qualifications:

1. High School diploma required; College degree preferred
2. Experience in food service programming, transportation preferred
3. Management/Supervisory certification preferred
4. Must have knowledge of Food & Drug requirements
5. Must have knowledge of PDE regulations
6. Must possess computer/technology skills

To Apply: Send completed application requirements to:
Stephanie Keebler
301 E Spruce Street
Titusville, PA 16354
skeebler@gorockets.org
814-827-2715 x8-3410


Stephanie Keebler, Superintendent

Office Use Only:

Cc: All buildings post

"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."

An Equal Rights and Opportunities School District

Titusville High School
302 East Walnut Street
Titusville, PA 16354

Titusville Middle School
415 Water Street
Titusville, PA 16354

Hydetown Elementary
12294 Gresham Road
Titusville, PA 16354

Main Street Elementary
117 West Main Street
Titusville, PA 16354

Pleasantville Elementary
374 North Main Street
Pleasantville, PA 16341

Early Childhood Learning Center
330 East Spruce Street
Titusville, PA 16354

TITUSVILLE AREA SCHOOL DISTRICT

TITLE: Director of Transportation
& Food Services

DATE: February 7, 2025

REPORTS TO: Assistant Superintendent
and Business Manager

APPROVED BY:

JOB SUMMARY: Provide students and staff with nutritious and appetizing meals prepared in a sanitary environment; coordinates the transportation system that transports students in a safe and efficient manner.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develop and administer the transportation program to meet requirements of federal and state regulations, instructional programs and extra-curricular activities.
2. Develop and maintain current bus schedules, routes and rosters of students eligible for transportation.
3. Address problems occurring on school buses; communicate with bus contractor for bus write-ups and communicate with parents relative to complaints and/or special requests.
4. Prepare reports, maintain records and make submission to state and local agencies as required.
5. Provide assistance in maintaining and coordinating all required documentation for school bus contractors.
6. Develop and distribute pupil safety educational programs and materials.
7. Monitor road conditions during inclement weather; make recommendations to appropriate personnel.
8. Prepare and complete the Food Service Management Company bid package and annual renewals.
9. Work directly with the Food Service Management Company in all aspects of the food service operations.
10. Provide leadership in the recruitment, selection, interviewing, placement and supervision of food service employees.
11. Provide financial data to the Business Manager in accordance with State and Federal requirements for the food service department.
12. Perform regular inspections of kitchen, cafeterias, storerooms, refrigerators, freezers, bathrooms, delivery van, and related cafeteria areas to ensure proper food preparation, storage, and serving; promote proper sanitary cleaning of physical plant, equipment, utensils, and supplies.
13. Oversee all monetary cash register sales and collection of daily receipts; prepare related records and reports.
14. Respond to customer/parent complaints, concerns, questions, and informational needs related to the food service program.
15. Ensure all cafeteria equipment is maintained properly for safe operating conditions.
16. Ensure all nutritional and wellness standards are met for both the state and federal regulations.
17. Perform other duties as assigned by the Assistant Superintendent or Business Manager.

- QUALIFICATIONS:** Experience in food service programming, transportation preferred
High school diploma required; college degree preferred
Management/Supervisory certification preferred
Must have knowledge of Food & Drug requirements
Must have knowledge of PDE regulations
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code), TB Test/Updated Tetanus and Hepatitis B
Act 114 FBI Criminal History Record, Act 151 PA Child Abuse History Clearance, Act 34 PA Criminal Background Clearance
Act 168 Disclosure Release
Act 126 Mandated Reporter Training
Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- PHYSICAL DEMANDS:** Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to lift and/or carry supplies and/or papers weighing in excess of 75 lbs.
Ability to mostly sit with some walking, standing or moving throughout the work environment
- SENSORY ABILITIES:** Visual acuity
Auditory acuity
- WORK ENVIRONMENT:** Typical office environment
- TEMPERAMENT:** Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress
- COGNITIVE ABILITY:** Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment
- SPECIFIC SKILLS:** Must possess leadership skills
Must possess supervisory skills
Must possess computer/technology skills

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)