



Job Description for Food Service Manager

Essential Job Functions

- Responsible for the operation of the food service program for St. Peter's Lutheran School according to state/federal guidelines.
- Responsible for all state/federal reporting and auditing.
- Supervises and trains foodservice personnel.
- Develops and maintains high standards of food preparation and service with emphasis on quality preparation and nutritional value.
- Maintains high standards of sanitation and safety.
- Maintains records of income and expenditures, food, supplies, personnel and equipment.
- Menu planning and ordering of necessary food and production supplies.

Technical Requirements

- High school graduate
- State certified safe food handler
- At least two years food service background
- Must meet health requirements mandated by law
- Proficient in Microsoft Office, specifically Word, Excel and Outlook
- Clear record as determined by a police background check

Spiritual Life

- Ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ.

General

- Must have a heart focused on ministry, not just a job.
- Neat, clean, and resourceful.
- Prepare menus and order necessary food and production supplies.
- Supervise food production and service with careful attention to quality preparation and appearance of the finished products.
- Supervise all workers by planning work schedules, approving weekly hours and work with them in the preparation and serving food.
- Maintain inventory and comprehensive files of all records for a three-year period for audit purposes.
- Keep records, prepare government reports and communicate necessary information from the Food Service Office and School Food and Nutrition Program Division to staff in coordination with the Director of Finance.

- Assist in cleanup, uphold standards of sanitation and report equipment in need of service, repair or replacement.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

- 30-60-90 Review given by the Principal with input from appropriate staff
- Annual Performance Reviews conducted by Principal

Terms of Employment: Full time, salaried position

Salary: Commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School

Accountable to: Principal and Director of Finance

Eligible for: sick time, vacation time, personal days