



## Job Description for Food Service Manager

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### 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.
- Supervise and train foodservice personnel.
- Develop and maintain high standards of food preparation and service with emphasis on quality preparation and nutritional value.
- Maintain high standards of sanitation and safety.
- Maintain 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 working with them to prepare and serve 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 and Director of Finance
- Annual Performance Reviews conducted by Principal and Director of Finance

**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, Vacation, and Personal Days