

Job Description

Lunch/Food Service Director

- Employee Status:** **Seasonal – School Year**
- Depending on the school calendar, employment season begins one week before the first Monday of school in order to be ready to accommodate the students.
 - Employee normally works 28 hours spread throughout the week to avoid overtime, with consideration for administrative procedures and policies. (i.e., vacations, holidays, paid leave, etc.).
 - Employment season concludes one week after the last day of school, during which time inventory, closing of accounting details, clean-up, next year planning, etc. will take place.

Overview

The work is performed under the general supervision of the designated school administrator in accordance with established policy. The Lunch / Food Director is responsible for oversight of all aspects of GCS food preparation for the Lunch Program and other occasional food events, upon request. The Director is responsible for efficiently and economically providing a nutritious food program for the GCS family, maximizing safety, family satisfaction and school revenues. Supervision is exercised over the work of volunteers and other lunch / food program personnel as warranted.

Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Enthusiastic support of Christian education and the school's mission and vision.
3. Have thorough knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment care, sanitary food handling and storage.
4. Have good knowledge of the principles of nutrition and their allocation to the health of children.
5. Have good knowledge of State and local laws and regulations applicable to the school lunch program.
6. Hold a Food Safety Certification.
7. Have good knowledge of cleaning materials and sanitation procedures.
8. Ability to train volunteers, and supervise and plan their duties.
9. Ability to keep records and prepare reports.
10. Ability to work gracefully and maintain good personal relations with parents, staff, and students.
11. Ability to understand and carry out oral and written directions and responsibilities.
12. Ability to be resourceful.
13. Physical condition commensurate with the demands of the position, such as standing and walking most of the work day, reaching, carrying, pushing, bending, and handling items weighing up to 50 pounds. (*Physical condition requirement will be adjusted for physician-approved activities while under rehabilitation.*)

Responsibilities/Duties

1. Plan and supervise the preparation and service of school lunches. Currently, this includes hot meals two days a week and a la carte meals daily.
2. Maintain and train volunteers in approved standards of sanitation, health and safety.
3. Maintain a high level of customer service.
4. Plan menus with regards for nutritional values, cost efficiency and budgetary limitations.
5. Determine requirements and submit requisitions for foods, supplies and equipment.
6. Supervise, recruit and train school lunch volunteers.
7. Receive, inspect, store and distribute supplies and maintain inventories and related records.
8. Supervise the collection of and accounting for cash, following internal control policies.
9. Prepare reports related to school lunch program activities for immediate supervisor.
10. Provide information to students and parents which will promote increased interest in the program.
11. Participate in all aspects of the school lunch program as needed. (i.e., food procurement, preparation, cashiering, laundry and serving.)
12. Assist other departments in ordering/purchasing items from common vendors.