

**OUR SAVIOR LUTHERAN CHURCH & SCHOOL  
MINISTRY DESCRIPTION**

**Title:** Food Service Director

**Supervisor:** Business Manager

**Purpose:** To provide a quality, positive food experience for our school and summer camp.

**Minimum Qualifications:**

- Strong personal relationship with Jesus Christ;
- Commitment to the mission and ministry of the church;
- Aptitude for juggling tasks and priorities, as well as meeting deadlines;
- Impeccable attention to details
- Strong computer skills
- Must be highly organized, flexible, and self-motivated;

**Position Responsibilities:**

- Preparation of food products for daily lunch;
- Preparation of food products for daily breakfast;
- Supervise Lunch Room / Kitchen assistants and any volunteers;
- Plan and develop monthly menus for breakfast and lunch;
- Order and purchase food items for breakfast and lunch, and supply the Business Manager with all necessary receipts and invoices in a timely manner.
- Maintain program in compliance with state hot lunch rules and regulation, including standards of the free and reduced meal program;
- Maintain standards for government audit;
- Attend required training programs to qualify our food service program for state aid;
- Keep the kitchen area clean, stocked, and functional;
- Maintain supply closet for food service items for the church and school ministries;

**Objectives for the Position:**

- To have a consistent person for staff and students to rely on for daily lunch;
- Demonstrate love and care for children and service to our church and school;
- To enjoy being part of the OSL Team as we serve the Lord together.

**Position Classification:**

This is a part-time (30 hours) per week ministry. It is classified as non-exempt for the purpose of overtime compensation. This is a non-called, employment at-will relationship. There is no contract for services or for any specified time period.