

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

**Title:** Food Service Director

**Supervisor:** Business Manager

**Purpose:** To provide a quality, positive lunch experience.

### **Minimum Qualifications:**

- Strong personal relationship with Jesus Christ;
- Commitment to the mission and ministry of the church and school;
- Aptitude for juggling tasks and priorities, as well as meeting deadlines;
- Impeccable attention to details;
- Ability to think ahead and coordinate deadlines;
- Must be organized, flexible and self-motivated;
- Ability to exercise independent judgment and initiative;
- Part of the Church/School Community.

### **Position Responsibilities:**

- Must maintain a current ServSafe certification in Michigan for food handling;
- Preparation of food products for daily lunch and breakfast;
- Preparation of kitchen products for daily lunch and breakfast;
- Update fast direct students for hot lunch daily;
- Plan and order daily lunch items and breakfast;
- Plan and develop monthly lunch and breakfast menus;
- Maintain program in compliance with state hot lunch and breakfast rules and regulations;
- Maintain standards for government audit;
- Supervise Food Service Assistant;
- Ensure standards of free and reduced meal program;
- Other duties as assigned.

### **Objectives for this Position:**

- To have a consistent person for staff and children to rely on for daily lunch and breakfast;
- Demonstrate love for children and service to our church and school;

### **Position Classification:**

This is a full time (35 hours) per week ministry. It is classified as a 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.