



School EMPLOYEE JOB DESCRIPTION

Food Service Director

Trinity Lutheran Church and

Reports To: Administrator

FLSA Status: Non-Exempt

SUMMARY: The Food Service Director is responsible for providing a nutritional, well-balanced lunch for students each day. The lunch menu will follow the federal guidelines for school lunches.

DUTIES AND RESPONSIBILITIES:

- Plans lunch menus according to the National School Lunch Program (NSLP) requirements.
- Orders food and supplies to maintain appropriate inventory levels.
- Cooks and prepares meals for each day school is in session according to the school calendar.
- Partners with office personnel to obtain reports and needs for the free and reduced lunch program.
- Participates in inspections and ensures the kitchen is clean and in line with health code standards.
- Keeps clearly defined records for all areas of the hot lunch program.
- Trains and supervises employees to ensure proper food preparation, sanitation, and service.
- Prepares and submits reports as required by the State of Ohio or other supervising agencies.
- Prepares and distributes a monthly hot lunch menu to school parents and staff members.
- Participates in 15 hours of training as required each year.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – High School Diploma (or GED or High School Equivalence Certificate); two or more years school kitchen experience; or equivalent combination of education and experience.
- **Language Skills** – Ability to interact clearly and effectively, in both written and oral communication, with faculty, students, vendors, etc.
- **Mathematical Skills** – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills** - To perform this job successfully, an individual should be proficient in personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires an average knowledge of Microsoft Office.

April 2022

COMPETENCIES:

- **Care and Use of Equipment**- The extent to which the employee is able to perform all maintenance and operations checks of job-related equipment.
- **Communication**- Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important for the functioning of the school and what is not, and what should be communicated, how, to whom and when.
- **Problem Solving** - Refers to the ability to solve difficult problems with effective solutions. • **Time Management** - Uses his/her time effectively and efficiently. Values time. Concentrates his/her efforts on the more important priorities. Can attend to a broader range of activities. • **Work Quality**- Work quality refers to the effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual may remain in a stationary position some of the time while prepping or serving food. They occasionally operate a gas stove, oven and small motorized kitchen equipment. The individual needs to occasionally move about the kitchen to transport goods, access tools, equipment, and other necessary items to complete the task. They use their hands continuously while performing all job duties. Most of the activities involve fine and gross manipulation of items. They must be able to exchange accurate information with staff and students at the school. The employee must regularly lift and /or move up to 50 pounds. The individual must be capable of reviewing their work for errors and make adjustments as necessary.

WORK ENVIRONMENT:

While performing the duties of this job, the individual frequently works in a controlled climate. The noise level in the work environment is usually moderate to low.

Employee Name: Date: (Printed)

Employee Signature:

April 2022