



## STAFF PERSONNEL POSITION DESCRIPTION

**Position:** Food Service Manager  
**Employment Schedule:** 10 Month +  
**Evaluation:** Annual  
**Reports to:** Superintendent  
**Supervises:** Kitchen Staff, Students  
**Compensation:** per experience

### Position Purpose:

The Food Service Manager is responsible for overseeing the daily operations of the school cafeteria and food service program. This role ensures the delivery of high-quality, nutritious meals that comply with all federal, state, and USDA regulations regarding food preparation, nutritional standards, meal patterns, and sanitation. The manager is also responsible for preparing and managing the budget, including tracking all income and expenses to ensure efficient and sustainable operations.

### Essential Duties and Responsibilities:

#### School Lunch/Snacks

Oversee the daily preparing, cooking and serving of snack and lunch while keeping a sanitary work site for both campuses including:

- Supervise food service staff, including scheduling, training, and managing timecards
- Plan and develop menus that are balanced, appealing, and meet nutritional standards
- Maintain inventory control and ensure timely ordering and receiving of all food and service-related items for both campuses
- Collaborate with the Athletic Department for food and beverage items for concession stands, ensuring timely ordering and inventory management
- Shop for additional supplies as needed (e.g., Kroger, Walmart)
- Set and clearly mark price points for all items, working in coordination with the bookkeeper
- Approve invoices for payment and work with the bookkeeper on pricing, past due accounts, and any financial discrepancies
- Collaborate with principals to address any student behavior concerns during lunch
- Track carbohydrate counts and coordinate with the school nurse to accommodate students with dietary needs
- Print elementary lunch count reports and communicate with teachers when counts are missed or need correction
- Stocking snack, lunch, beverage items, and condiments between snack and lunches
- Oversee snack and lunch checkout, including charging secondary student accounts
- Sanitizing tables after each lunch period and microwaves after high school lunch
- Manage waste by emptying trash and maintaining cleanliness through regular sweeping and mopping of the kitchen floor

- Communicate with the maintenance team to report and resolve equipment issues or facility-related concerns promptly.

#### **Other Duties**

- Help with special events that could include the kitchen, such as but not limited to:
  - Spiritual Emphasis Day
  - Sectionals
  - MS retreat a MS end of quarter activities

#### **Spiritual Qualifications**

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values
- A deep commitment to, and personal understanding of, the principles of a Christian education

#### **Position Qualifications:**

- High School Diploma
- At least three years of experience in school food service
- Experience in computer operations including database, spreadsheet, and word processing applications
- Experience with student management system and meals application processing/point-of-service software
- Excellent communication, human relations, supervisory, and management skills
- Demonstrated technical ability/knowledge

#### **Preferred Qualifications:**

- Associate's Degree with academic major or concentration in food and nutrition or food service management or at least four years of experience in school food service

#### **Physical Demands:**

- Must be able to stand, walk, and move around for extended periods
- Must be able to hear and speak clearly to instruct and communicate with staff and students
- Must be able to stoop, kneel or crouch
- Must be able to lift items of 20 lbs. regularly/50 lbs. occasionally