



Lunch Service Supervisor Employment Opportunity

Job Title: Lunch Service Supervisor
Reports To: Operations Coordinator
Prepared Date: 05.2023

Position Overview

Open Door Christian Schools is seeking a part-time Lunch Service Supervisor the 2023-2024 school year who will be responsible for operating the School's lunchroom service; the School is not a participant in the National School Lunch program. The Lunch Service Supervisor will be an Evangelical Christian who embraces the mission of the School, which is to equip disciples through exemplary education.

Type of Position

The Lunch Service Supervisor position is a part-time, nonexempt position that is paid an hourly rate.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds, at a minimum, a high school diploma.
- Has prior experience in preparing and serving school lunches.
- Has knowledge of the ODE food and beverage guidelines.
- Demonstrates a reasonable level of computer literacy.
- Promotes a positive attitude about the School, its lunch program, and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Prepares monthly lunch calendar with variety and student appeal which meets applicable ODE and federal guidelines. Menu offerings should be appealing to the preschool-12th grade student body.
- Develops an array of ala carte offerings that fall within the guidelines and are appealing to students.
- Develops published nutritional information for all offered foods (to meet ACSI accreditation standards).
- Orders and secures all food/beverage and supply items from outside vendors.

- Maintains inventory control over and safeguard all food/beverage and supply items, including proper storage of items in only School-designated areas.
- Prepares and serves meals.
- Minimizes amount of overproduction of food and outdated food/beverage items.
- Operates food service program within all applicable health code regulations.
- Develops plan to address any cited health code violations.
- Obtains any licenses necessary for operation of the lunchroom program.
- Properly cleans and sanitizes all items used to cook, prepare and serve food.
- Ensures the kitchen and serving areas are left in a cleaned and organized manner at the conclusion of each day.
- Works with the Operations Coordinator to achieve desired profitability levels of the lunch service program.
- Supervises the Lunch Service Assistant and Lunch Service Cashier.
- Responds in a timely and professional manner to parent and staff communications.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter, resume and the Non-Certified Application (which may be found at odcs.org under “About” and then “Career Opportunities”) to:

Jayson Bendik, Director of Policy & Operations
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