



## **Lunch Service Supervisor Job Description**

### **Position Overview**

The Lunch Service Supervisor is responsible for operating the School's lunchroom service. The Lunch Service Supervisor will be an Evangelical Christian who embraces the mission of the School, which is to equip disciples through exemplary education. The Lunch Service Supervisor reports directly to the Coordinator of Student Life & Operations.

### **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 Ohio Department of Education (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.

### **Other Qualification**

- Has reliable transportation and is able to drive off campus to purchase needed items.
- Ability to lift and carry or otherwise move up to 25 pounds.

### **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-12<sup>th</sup> grade student body.
- Develops an array of ala carte offerings that fall within the guidelines and are appealing to students.
- Orders and secures all food/beverage and supply items from outside vendors.
- Monitors sales of meals and ala carte items and makes adjustments for those meals and items which do not sell well.
- Provides pricing information to the Business Office as requested.

- Maintains inventory control over and safeguard all food/beverage and supply items, including proper storage of items.
- 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.
- Completes any necessary professional learning required for food preparations and serving.
- 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 Coordinator of Student Life & Operations and with the Director of Finance to achieve budgeted results of the lunch service program.
- Supervises the Lunch Service Assistant.
- 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.