**JOB DESCRIPTION**

**Job Title:** Food Services Director

**Category:** Salary

**Days/Hours:** Part-time (10 months)

**Description:** The Food Services Director will administer Chapel Hill Christian School's food service program, providing nutritious meals to all students and adults through the efficient operation and management of individual school cafeterias.

**Evaluation:** Annually in the spring

**Supervisor:** Lead Administrator

**Education:** See below & background check

**Skills/Qualifications:**

* Has accepted Jesus Christ as Lord and Savior
* Integrity, credibility and a commitment to CHCS’s mission
* Associate’s Degree in Food Services or related field preferred
* At least 2 years of experience in school nutrition programs
* Food Safety Training (8 hour minimum)
* National School Lunch Program (NSLP) Basic Program Training

**Primary Duties and Responsibilities:**

Regulations:

* Direct, organize and maintain food service operation in compliance with state and federal mandates
* Submit all required state and federal applications and reports for the National School Lunch Program
* Enforce health department regulations and those directed by administrative board policy
* Promote good nutrition for all students regardless of race, sex, color, national origin, age or handicap

Management and Daily Operations:

* Participate in the hiring process; Supervise and evaluate all food service and lunchroom employees
* Maintain respect and confidentiality at all times regarding personnel concerns and records, and free and reduced lunch applications
* Oversee Food service program for two campuses (North and South)
* Cooperate with building principal(s) in making schedules regarding the general operation of the kitchen and lunchroom, ensuring food service staff understand what is needed to keep lunch timely and orderly
* Manage daily kitchen and lunchroom operations at North Campus; Supervise South campus Food Services Supervisor with general oversight of South campus operations
* Order, receive and maintain inventories for all food and supplies purchased from vendors or procured from the USDA/Ohio Department of Education Commodities Distribution
* Plan, implement and prepare cost-effective menus monthly, that provide the required elements as directed by the Ohio Department of Education Child Nutrition Services
* Monitor food production and service to assure that planned menus are followed and that substitutes comply with meal requirements
* Maintain written production records daily
* Provide an annual inventory of foods and materials at the completion of the school year
* Participate in the daily duties of food preparation, serving and cleanup
* Ensure student safety at all times

Professional Development:

* Attend conferences, seminars and presentations to enhance professional development in the areas of food service management
* Provide training to kitchen staff on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment and orderly housekeeping

**Required Knowledge, Skills and Abilities:**

* Ability to work effectively with others
* Ability to communicate ideas and directives clearly and effectively both orally and in writing
* Effective, active listening skills
* Organizational and problem-solving skills
* Ability to work independently
* Menu planning skills
* Supervisory skills
* Excellent computer skills
* Ability to operate office equipment, copy machine, fax machine
* Basic First-Aid, CPR
* Ohio Department of Education (ODE) License to monitor Pre-school and Pre-kindergarten students

**Additional Working Conditions:**

* Frequent requirement to lift, move, push and pull various items up to a maximum of 50 pounds
* Frequent requirement to stand, walk, speak, identify, stretch with hands and arms, hear, sit and reach
* Occasional exposure to blood, bodily fluids and tissue
* Occasional exposure to dangerous chemicals
* Occasional exposure to fumes or airborne particles
* Occasional exposure to loud noises
* Occasional interaction among unruly children
* Occasional operation of a vehicle under inclement weather conditions, being prepared to come to work on all scheduled work days, except calamity days
* Occasional requirement to climb, balance, stoop, kneel, and crouch

**Spiritual:**

1. To seek to spiritually demonstrate, in speech, actions, and attitude, a consistent daily walk with Jesus Christ
2. By spending regular daily time in the study of God’s Word and prayer;
3. By responding to the ministry of the Holy Spirit within.
4. To show, by example, the importance of sharing Christ, studying His Word, and praying
5. By sharing the results with students and faculty
6. By praying with and for students and the staff
7. By sharing Christ with students on a personal level
8. By being available to be used by the Holy Spirit for the spiritual uplift of students or teachers
9. By using the Matthew 18 principle in relationships with the students, administration and staff

*The above statements are intended to describe the general requirements of the position. These statements are general in nature, and are not intended to provide a detailed description of all duties and responsibilities of personnel required to perform the described functions.*

Application: Interested applicants may submit the following to [ccunningham@chapelhillchristianschool.org](mailto:ccunningham@chapelhillchristianschool.org)

* A detailed resume containing employment and education history with a minimum of three references.
* A statement of Personal Testimony of a relationship to Jesus Christ as Savior.