



Developing Christlike Character
and Academic Excellence

Food Services Director Job Description

General Description

- Job Summary:** The Food Services Director oversees the preparation and serving of the school's lunch program. This person works to provide for a healthy child nutrition program. This person shall reflect the purpose of the school, which is to honor Christ at all times.
- Hired by:** The Head of School and The Board of Directors, Linn Christian Education Association
- Responsible to:** The Head of School
- Supervises:** The staff of the kitchen
- Evaluated:** An annual written evaluation is provided by the Head of School.
- Type of Position:** This is a part-time, non-exempt employee that is paid with an hourly wage.

Required Spiritual Qualities

It is expected that the Food Services Director will...

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is expected that the Food Services Director will...

- Meet all license and health requirements for kitchen operation and food preparation.
- Have experience in food service operations.

Required Personal Qualities

It is expected that the Food Services Director will...

- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.

- Be an enthusiastic encourager, and a self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.
- Recognize his or own mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to the constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Place his or her school ministry ahead of other jobs or volunteer activities.
- Be open to new ideas, initiatives, and concepts in education.

Essential Job Functions—Accountabilities

It is expected that the Food Services Director will...

Administrative Leadership

- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Attend staff meetings and training programs as deemed necessary by the school administration.
- Respect professional ethics that require confidentiality concerning the sharing of information about the children, parents, and staff.
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide input as needed for the school master calendar.
- Know the procedures for dealing with emergency situations in the kitchen and school.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences in opinion when they exist.
- Recognize and reinforce positive behavior in children.
- Work with the Finance Office to secure financial statements to monitor the financial feasibility of the school food services department.
- Approve food services related expenditures.
- Maintain a financially sound food services program

Professional Responsibilities

- Oversee the operation of the school's kitchen and food department employees.
- Plan menus that are healthy, balanced, and appetizing.
- Acquire and oversee the preparation of all food for the school's food service department.
- Be sensitive to the food service needs of children who have documented allergic reactions to certain food substances.
- Meet all health and sanitation regulations and inspections.

Additional Duties or Responsibilities

It is expected that the Food Services Director will...

- Perform clerical duties as requested.
- Maintain a clean, attractive, and well-ordered kitchen.
- Perform any other duties that may be assigned by the administration.

Physical Requirements to Fulfill the Essential Functions of this Position
Food Services Director

| Working Environment | Occasionally | Frequently | Daily |
|------------------------|--------------|------------|-------|
| Outdoor Duty | | | |
| • Cold (50° or lower) | | | X |
| • Heat (90° or higher) | | | X |
| Gases/Fumes/Dust | | | X |
| Chemical Solvents | | X | |
| Noise | | | X |
| High Stress | X | | |
| Interruptions | | | X |
| Overtime Necessary | | X | |
| Climbing Stairs | | | |
| Crawling | | | |
| Standing | | | X |
| Sitting | | | X |
| Walking | | | X |
| Running | | | |
| Kneeling | X | | |
| Bending | | | X |
| Reach Over Shoulder | | | X |
| Reach Chlkbd Height | | | X |
| Pushing | | | X |
| Pulling | | | X |

| Moving Heavy Items | Occasionally | Frequently | Daily |
|------------------------|--------------|------------|-------|
| Lifting/Lowering | | | |
| • Up to 20 lbs. | | | X |
| • Up to 50 lbs. | | X | |
| • More than 50 lbs. | | | |
| Lifting Over Shoulders | | | |
| • Up to 20 lbs. | | | X |
| • Up to 50 lbs. | | | |
| • More than 50 lbs. | | | |
| Carrying | | | |
| • Up to 20 lbs. | | | X |
| • Up to 50 lbs. | | X | |
| • More than 50 lbs. | X | | |

| Operating Machinery | Occasionally | Frequently | Daily |
|---------------------|--------------|------------|-------|
| Telephone | X | | |
| Computer | | | X |
| Copier | | X | |
| Printer | | | X |
| Calculator | | X | |
| Projection Camera | | | |
| Interactive WhiteBd | | | |
| AV Equipment | | | |
| Other | | | |

| Other Requirements | Occasionally | Frequently | Daily |
|----------------------|--------------|------------|-------|
| On-time arrival | | | X |
| Regular Attendance | | | |
| Summon 911 Help | X | | |
| Apply CPR/First Aid | | | |
| Lead Field Trips | | | |
| Communicate Data | | | X |
| Prepare Reports | | X | |
| Visual Acuity: Near | | | X |
| Visual Acuity: Far | | | X |
| Color Discrimination | | | X |
| Speak Clearly | | | X |
| Hear Clearly | | | X |
| Manual Dexterity | | | X |
| Eye/Hand Coordntn | | | X |
| Driving | X | | |
| Flying | | | |

Date Job Description Last Reviewed: March 1, 2022