



FOOD SERVICE MANAGER

Professional Position Description

Prepared for Salem Lutheran School

Child Nutrition Program

Revision July 2026

Department	Food Service / Child Nutrition
Reports To	Principal
Classification	Full-Time School Year
Schedule	Monday-Friday 7:00 a.m.–3:00 p.m.
Work Location	Salem Lutheran School Kitchen

Position Summary

The Food Service Manager leads Salem Lutheran School's Child Nutrition Program by providing safe, nutritious, USDA-compliant meals while overseeing menu planning, purchasing, inventory, food production, staff leadership, budgeting, food safety, regulatory compliance, and customer service. This position supports the educational mission of Salem Lutheran School by creating a welcoming dining experience for students, staff, and guests.

Compensation & Benefits

- Hourly Wage: \$24.00 per hour.
- School Year: Longer workdays when school is in session, averaging approximately 7 hours per day.
- Summer Schedule: June, July, and August average approximately 40 total work hours throughout the summer, scheduled as needed.
- School Holidays: No scheduled workdays when school is closed for holidays, including Thanksgiving Break, Christmas Break, Spring Break, and other scheduled school closures.
- Benefit: Eligible for a 50% tuition discount for eligible dependent children attending Salem Lutheran School, in accordance with school policy.

Minimum Qualifications

- High school diploma or equivalent.
- ServSafe Food Protection Manager Certification (or within 90 days).
- Previous commercial, institutional, or school food service experience (preferred but not necessary).
- Strong leadership, organization, and communication skills.
- Ability to lift 50 pounds and work in a commercial kitchen.

Preferred Qualifications

- Experience with USDA National School Lunch Program.
- Supervisory experience.
- Budgeting, purchasing, and inventory management.

Essential Duties and Responsibilities

■ Program Leadership

Lead daily operations, supervise staff and volunteers, create schedules, provide coaching, and foster a Christ-centered culture.

■ Menu Planning

Develop monthly USDA-compliant menus, accommodate documented allergies, and balance nutrition, quality, and cost.

■ Food Production

Forecast participation, oversee meal preparation, monitor temperatures, portions, and production records.

■ Purchasing & Inventory

Order food and supplies, inspect deliveries, rotate inventory (FIFO), and minimize waste.

■ Food Safety

Maintain ServSafe certification, HACCP procedures, sanitation standards, and prepare for health inspections and USDA Administrative Reviews.

■ Financial Management

Monitor budgets, food and labor costs, invoices, and purchasing records.

■ Compliance

Maintain USDA production records, meal counts, temperature logs, Civil Rights and Professional Standards documentation.

■ Customer Service

Communicate professionally with families, students, staff, vendors, and church members while supporting school events.

Knowledge, Skills, and Abilities

- Leadership and team development
- Food safety expertise
- USDA Child Nutrition knowledge
- Budget and inventory management
- Excellent communication
- Problem-solving
- Organization and attention to detail
- Customer service

Physical Requirements

- Stand and walk for extended periods.
- Lift up to 50 pounds.
- Bend, twist, reach, and work in hot/cold environments.
- Safely operate commercial kitchen equipment.

Performance Expectations

- Maintain full compliance with all regulations.
- Operate within the approved budget.
- Maintain high meal quality and food safety.
- Lead staff with professionalism and integrity.
- Support continuous improvement of the Child Nutrition Program.

Mission Alignment

As a ministry of Salem Lutheran School, the Child Nutrition Program plays an important role in supporting the health, well-being, and educational success of every student. The Food Service Manager is expected to support and uphold the mission, vision, and Christian values of Salem Lutheran School by demonstrating integrity, compassion, respect, and servant leadership in all aspects of the position.

The Food Service Manager will foster a welcoming, safe, and positive dining environment where every student, staff member, volunteer, and guest is treated with dignity and care. Through professional excellence, teamwork, responsible stewardship of resources, and a commitment to serving others, the Food Service Manager contributes to the school's mission of nurturing students academically, spiritually, socially, and physically.