



THE POTTER'S HOUSE JOB DESCRIPTION WORKSHEET

Position Title: FOOD SERVICE PROGRAM MANAGER
Reports to: Director of Finance
Department: Business Office
Hours: 4-5 hours/day per school calendar
Exempt/Non-Exempt: Non-Exempt
Salary: Hourly
Benefits: As offered per personnel policies
Position Category: Food Service Manager
Position Calendar: School Schedule with some additional hours in the summer

Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshipping member of a Bible-believing Christ-centered church.
3. Loyal and supportive of The Potter's House mission, vision, and values.
4. Familiarity with the National School Lunch Program and Michigan Department of Education.
5. Good computer and bookkeeping skills.
6. Organized and able to keep accurate accounting records and general files
7. Friendly, outgoing personality who likes to work with a wide variety of people and children.
8. Flexible, dependable, and able to accept and process school scheduling changes
9. Ability to communicate positively and effectively with parents and staff

Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning at least once a week.
2. Receive, record, and maintain Free/Reduced application forms and complete all required documentation.
3. Comply with Michigan Department of Education Rules and Reporting requirements
 - a) Meet all Health Department regulations (kitchens and equipment).
 - b) Complete all paperwork and documentation required by the state. These records must be kept on file in the Business office.
 - c) File monthly state reports via the Internet, keeping a hard copy of each report. All reports must be filed in a timely manner so that the school is reimbursed for the program monies.
 - d) Report all financial deposits made to the school account to the Business Office.
 - e) File the annual state report with the Business Office via the Internet, keeping a hard copy of the report.
4. Coordinate all lunch program activities: No Cooking or Food Preparation involved.
 - a) Work with Food Service Contractor for accurate daily food delivery
 - b) Supervise lunch servers
 - c) Supervise distribution, delivery, and kitchen cleanup of the lunch program at both locations
5. Oversight and Management of Food Contract Services

- a) At required intervals, solicit food service contracts with the assistance of the Director of Finance
- b) Oversee the implementation of the approved contract – signed by the Superintendent
- c) Maintain accurate records and all documentation from Food Service Contractor
- d) Work with the Food Service contractor to provide nutritional lunches
- e) Timely review and submission of Food Contract invoices to the Business Office
- 6. Communicate with Parents and Staff
 - a) Distribute, verify, and file appropriate state forms for free and reduced lunches to parents/guardians.
 - b) Communicate in writing the state regulations and requirements to parents/guardians. All written communications must be approved before distribution by the Executive Assistant to the Superintendent.
 - c) Collect and report all monies due for the lunch program
- 7. Keep accurate and detailed records.
 - a) The Director of Finance, Executive Assistant, and state auditors must be aware of all program files and all paperwork associated with the program with easy access for review. All files are confidential and must be filed alphabetically and stored in a locking file cabinet.
 - b) All invoices for the lunch program must be initialed and turned in to the Business Office for approval. A written explanation must accompany invoices of unusual expense.
 - c) Review costs monthly with the Director of Finance and prepare a quarterly report to be reviewed by the assistant administrator or the superintendent
- 8. Perform all other duties as assigned by direct supervisor

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.

Employee: _____ Date: _____