



Job Title: Food Service Director
Job Classification: Non-exempt (full-time; school year)
Supervisor: Director of Operations
Direct Reports: Cashier/Cold Bar and Cook personnel
Effective Date: 05/23
Approved by: Director of Operations

Summary:

The LCA Food Service Director is called to equip leaders for Christ by administering and managing the food service program for Legacy Christian Academy and maintaining compliance National School Lunch Program.

Legacy Christian Academy, founded in 1967 as Xenia Christian Day School, is a private, college-preparatory, non-denominational PreK-12 school that seeks to equip leaders for Christ. Students meet admissions standards both academically and spiritually. LCA's 540 students come from a 5-county area. LCA is located on the historic site of the Ohio Soldiers' and Sailors' Orphan's Home, and facilities include four buildings: two academic buildings, a gymnasium, and a 750-seat auditorium. LCA also uses athletic fields located on the Athletes in Action campus, located within walking distance from the school. LCA is fully committed to maintaining an ethnically/culturally diverse faculty and student body within a biblical community.

Position Requirements

- Full support for LCA's mission, vision, and core values
- Passion to lead a food service team in a Christian environment with the mission of *Equipping Leaders for Christ*
- Excellent people and networking skills
- Organizational and multitasking ability
- General administrative skills, including computer proficiency
- Obtain an ODE issued certificate to work in an Ohio non-public school prior to employment
- Complete a 2-day School Nutrition Program Basic Training Workshop webinar
- Obtain *ServSafe* Manager Certification (Level Two) in food safety within the first year of employment.
- Additional duties may be assigned by the administration

Essential Duties and Responsibilities

- Serve as the primary liaison between LCA and all related vendors and the Ohio Office of Child Nutrition
- Serve as the primary contact for school families as it relates to cafeteria accounts and related information
- Responsible for menu development, food orders, food safety, and all National School Lunch Program compliance and procurement reporting

- Direct the preparation of food according to standardized recipes and established food preparation procedures
- Coordinate the dissemination of monthly menus to parents and school families. In addition, develop relevant correspondence related to field trips, updates, special program days and other pertinent information as it relates to the food service program
- Direct and coordinate the production of approximately 250 lunches per day for grades PreK-12
- Manage the daily operations and the cafeteria staff, ensuring efficient teamwork and maintaining updated training requirements
- Secure substitutes for food service staff in the event of an absence; provide all related information to the school administration according to established procedures
- Ensure Greene County health codes regarding licensing, sanitation, and safety are current and enforced
- Promote the school meal programs to encourage participation
- Model nondiscriminatory practices in all activities

Supervisory Responsibilities

Staff of 2 cafeteria personnel and volunteers.

Education and Experience

Per federal guidelines, the minimum education standards for a Food Service Director are the following:

- High school diploma (or GED) and 3 years of relevant food service experience; OR
- Associate's degree or equivalent and 1 year of relevant experience; OR
- Bachelor's degree *and* either a State recognized certificate for school nutrition directors or at least 1 year of food service experience; OR
- Bachelor's degree or equivalent educational experience with major in specific areas of food service

Language Skills

Ability to read and interpret documents such as reference manuals and policies and procedures manuals. Ability to read and comprehend correspondence and memos. Ability to write professional correspondence. Ability to effectively establish relationships and network with specialists from the Ohio Office of Child Nutrition and other professional organizations. Ability to respond to inquiries from students, parents, agencies, teachers, or members of the school community. Ability to effectively present information to administration and staff as needed.

Other Skills and Abilities

Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable. Ability to perform duties with awareness of all school requirements and policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to use hands to finger,

handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee may also be asked to participate in outdoor activities with students.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

How to Apply:

Interested candidates should submit a cover letter, **LCA application**, resume, statement regarding *Equipping Leaders for Christ*, philosophy of Christian education, and personal Christian testimony to Mandie Passage, **mpassage@legacyknights.org**.