



Concordia Lutheran High School

Fort Wayne, Indiana

Food Service Manager Positional Responsibilities

The Role of the Food Service Manager

The role of the Food Service Manager is to provide nutritional meals in compliance with state standards as well as manage the cafeteria staff. This role is required to provide reports to the state as well as regular purchases and budget management of the cafeteria.

The Positional Responsibilities

1. Identify, staff, and monitor the necessary day-to-day food service activities.
2. Insure that all necessary equipment, inspections, certifications, licenses, etc. are obtained and renewed.
3. Obtain and analyze bids and proposals from vendors and contractors and recommend awards.
4. Monitor vendor's quality of product and compliance with bid awards, and approve procurement.
5. Supervise and support direct reports.
6. Update and maintain the child nutrition web (CNP website) Sponsor Summary information each year.
7. Develops, implements, and monitors internal controls, monthly, to ensure financial accountability and program integrity.
8. Develop a food production system that provides safe nutritious foods of high quality.
9. Provide leadership for other activities as determined by the Director of Financial Aid.

Directive

The Primary-Directive: When representing the Association or Concordia Lutheran High School, the Food Service Manager shall act in a manner that is ethical, prudent, legal, and consistent with the Christian faith, the Articles of Incorporation, By-Laws and Policies, the Strategic Plan, and Mission of the Association and CLHS.