



Scope of Responsibilities:

The Food Services Manager will oversee the daily operations of the school lunch program. This may include management of shared dining areas, food and beverage operations, and cafeteria operations.

General Responsibilities:

- Management of lunch program staff
 - Collaborates with the Executive Director of Operations to recruit and hire staff.
 - Trains, schedules, and supervises food services staff.
 - Performs annual performance evaluations of serving staff
- Lunch program profitability
 - Achieve goals relating to cost-of-goods, as defined with Director of Operations
 - Manage the cost of labor, as it relates to cost goals
 - General profitability - and ability to contribute to the SCS budget
- Food and kitchen quality
 - Grade A DHEC rating; maintaining a food-safe kitchen environment
 - Healthy menus with variety - taking into account customer feedback
 - Willingness to offer menu variety in an effort to constantly improve
- Ministry contribution
 - Blessing employees with discounts/ complimentary meals
 - Helping employees and students in financial need with food
- Customer service
 - Create and maintain a customer service mindset in staff
 - Addressing issues with faculty via appropriate communication channels
 - Addressing parent concerns with love and patience
 - Creating and maintaining comradery with SCS co-workers, especially other Operations department personnel

Duties/Responsibilities:

- Collaborates kitchen staff to plan menus, oversee food preparation, and provide cafeteria service.
- Collaborates with the Executive Director of Operations to implement operating budget; perform reasonable predictive forecasting of expected meal services based on staff, student, employee, visitor, guest, and/or other applicable headcounts.
- Gathers comments, feedback, and other data about food and service quality; prepares reports of this data for upper management.
- Ensures and/or maintains the safety and cleanliness of all food preparation, service, and work areas, tools, and facilities.
- Schedules and coordinates maintenance, repairs, and improvements to food services facilities.
- Performs other related duties as required.

Qualified Applicants:

- Be a born-again believer in Jesus Christ and be in agreement with the philosophies, Statement of Faith, and Statement of Christian Life Commitment of SCS.
- Have a commitment to the mission, philosophy, goals and objectives of Christian schooling as expressed by Southside Christian School demonstrated by their eligible children enrolled in Southside Christian School.
- Experience successfully operating a food service program is highly desired.
- Excellent verbal and written communication skills.
- Excellent interpersonal, leadership, and organizational skills.
- Working knowledge of food service and nutritional guidelines and best practices.
- Ability to accept constructive feedback and to work collaboratively with the Administrative Team and other stakeholders to identify and facilitate needed improvements to the food service program.
- Proficiency with Microsoft Office Suite or similar software as needed to draft reports, inventory, and budgets.
- High school degree required.
- Valid SC drivers license.
- Be able to work on a tobacco-free campus for several hours.

Physical Requirements:

- Prolonged periods standing on tile floors.
- Sitting at a desk and working on a computer for the lunch periods.
- Must be able to lift up to 15 pounds at times.
- Able to move about the kitchen and lunchroom spaces without assistance.
- Able to bend and crouch multiple times per hour.

Evaluation Metrics

- Management of lunch program staff
 - Adequate staffing levels maintained
 - Completion of annual performance evaluations of serving staff
 - Mentoring and leadership, per staff feedback
 - Staff morale and general contribution to program success
- Lunch program profitability
 - Achieve goals relating to cost-of-goods, as defined with Executive Director of Operations
 - Manage the cost of labor, as it relates to cost goals
 - General profitability - and ability to contribute to the SCS budget
- Food and kitchen quality
 - Grade A DHEC rating;
 - Healthy menus with variety - taking into account customer feedback
 - Based on customer feedback / surveys if available
- Ministry contribution
 - Blessing employees with discounts / complimentary meals
 - Helping employees and students in financial need with food
 - 2-3 all staff meals as an act of service
- Customer service
 - Create and maintain a customer service mindset in staff
 - Addressing issues with faculty via appropriate communication channels
 - Addressing parent concerns with love and patience
 - Creating and maintaining comradery with SCS co-workers, especially other Operations department personnel