Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

We are thankful that you are interested in serving our students by managing our Food Service. This position will be a combination of administrative and hands-on experience in the Food Service.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Ippel
Executive Director
Rehoboth Christian School
Job Description
FOOD SERVICE MANAGER

Purpose: Directly manages the school lunch and breakfast programs, special event catering, and the Fellowship Hall dining facility.

Reports To: Director of Operations and Facilities

Supervises Directly: Head and Assistant Cooks, FH Custodian, and Volunteers.

Terms of Employment: Employed full-time, with 200 days of work and full benefits.

Qualifications:
1. Experience and expertise with large group food service, including supervision of staff and menu planning.
2. Knowledgeable with all State and Country food service regulations.
3. Knowledgeable with State Free and Reduced lunch and commodity program.
4. Innovative with menu planning and healthy food options.
5. Able to use various food service equipment correctly.
6. Have a love for students, parents, staff, and community members.
7. Gifted in hospitality.
8. Committed to working as part of the school team and provide leadership in the areas of nutrition programs and hospitality.
9. Committed to serving Christ in every situation.
10. Must be able to stand for complete shifts and lift up to 40 pounds safely.

Responsibilities:
1. Directs and trains food service department regarding food preparation, presentation, quality, cost control, and cash handling.
2. Ensures compliance to food safety, sanitation, and overall workplace safety standards.
3. Provides overall direction and manages performance for all Food Service employees and volunteers, ensuring employee development, engagement and compliance with human resource related policies and standards.
4. Directly supervise the daily breakfast, lunch and after-school food service programs, including the purchase, inventory, preparing and clean-up of meals.
5. Manage Food Service Account IT application.
6. Coordinate campus catering events.
7. Supervise and assist the cleaning and maintenance of the Fellowship Hall.
8. Fill-in for the Head Cook and Assistant Cook as needed.
9. Complete required state and federal reports.
10. Maintain complete records of all menus and events.
11. Work with various computer software
12. Apply for and monitor grants
13. Work with a variety of food vendors.
14. Ensure that everything in the kitchen and dining area is clean, safe and in good working order.

Updated August 2023
General Summary of Employee Benefits

**Contract Length** - 200 days August- May.

**Hourly Pay Range** - Depends on experience and qualifications.

**Insurances** - The school and employee share in the cost of health and other insurances.

**403B** – The school will match up to 5% of contributions.

**Staff Tuition Discount** – Discount of up to $1,600 per student based on number of contracted hours per year.

**Paid Time Off (PTO):**
Paid Time Off (PTO) - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

**Housing:**
Limited staff housing is available for rent on campus

*For full benefit details contact Executive Director, Bob Ippel at bippel@rcsnm.org*