



Trinity First School

1115 E. 19th Street, Minneapolis, MN 55404 | 612-871-2353

admin@trinityfirst.org | www.trinityfirstschool.org

Food Program Manager Job Summary

We are looking for an individual who desires to join a ministry by developing and maintaining a food program for our school ministry. In this role, you would be responsible for working with the Department of Education - Food Nutrition Services to begin a food program for our students aged three through the eighth grade.

We are expecting to contract with a company to provide the support, resources, and meals for this program.

Summary of Duties and Responsibilities

- Financial / Business Management of the Program
 - Contract for food catering service & maintain contact and communication
 - Re-establish the food program by working with the State of MN Food and Nutrition Services (FNS) programming and following the requirements to maintain this program
 - Parent Communication and Record Keeping
 - Submit invoices and payments and requesting reports from the school's bookkeeper.
- Complete and maintain Safe Food Training (SFT) certification and take advantage of classes offered by the FNS for implementation of the meal program at the school.
- Provide for the service and clean up all meals. Recruit, supervise and train all volunteers used for this.
- Maintain needed supplies for the program
- Maintain the kitchen, including the equipment, to ensure the setting meets or exceeds the requirements of the City of Minneapolis License and fulfills the meal program.
- Develop and maintain positive and helpful relationships with fellow staff, families and students that are participating in the school's meal program.



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Qualifications

- Minimum of High School Diploma
- Work experience in management or related work in management of a funded program preferred
- Agree to Trinity First's Faith & Life Covenant for Those Who Serve

Employment Benefits

As a member of our ministry at Trinity First, you'll enjoy a supportive work environment that values our staff as fellow ambassadors of Christ. We have many who support and care for our ministry by caring for our staff!

Our benefits include:

- Health Insurance
- HSA Plan
- Pension Plan
- Disability Insurance