



St. Paul Westlake

Christ-Centered • Compassionate • Cutting-Edge

Christian School Pre-K through 8th Grade

Hot Lunch Coordinator Job Description

Our Vision

Through faith in Christ's unconditional love for us, we see St. Paul Lutheran as a growing church and school, compelled to Reach out, Teach the Word of God, and Care for all people.

Job Title

Hot Lunch Coordinator

Reports To

School Principal

Primary Objectives

The Hot Lunch Coordinator is responsible for overseeing and managing all facets of the St. Paul Westlake Hot Lunch program including, but not limited to: Staffing & scheduling, budget management, governmental reports, compliance with board of health licensing and regulations, product and supply ordering, menu creation, cooking, and student account management.

Education and Experience

Minimum

- High School Diploma
- 2 years in School Cafeteria or similar working environment

Desired / Preferred

- Associate or Bachelor's degree in related field (e.g. - management, nutrition)
- 5 years in School cafeteria or similar working environment
- Demonstrated experience in school cafeteria or food service management
- Safe Serve Level 2 (or above) certification

Responsibilities

- Takes daily accounting of students participating in Hot Lunch
- Keeps track of all accounts (i.e. deposits, lunches used, lunches remaining, money remaining)
- Establishes policies and procedures to ensure a hot lunch program that is run efficiently, effectively, and within the allotted budget and according to the expectations set forth by the School Principal
- Keeps certifications, licensures, and approvals through the Department of Health, County Board of Health, Department of Education, and other agencies up-to-date
- Follow all rules established by Department of Education pertaining to the National School Lunch Program
- Ensures proper personnel practices for an adequately staffed kitchen
- Accounts for all purchases
- Manages Free/Reduced lunch accounts, processes applications, and assists families in enrolling in such programs for which they qualify
- Plans and develops school lunch menu & is receptive to feedback from parents, students, faculty, and staff.

Skills, Knowledge and Abilities

- SKILLS
 - A positive attitude and friendly personality
 - Strong organizational skills
 - Time management
- KNOWLEDGE
 - Computer proficiency in Microsoft Office (Word, Excel, Email)
 - Business and management principles and techniques
 - Food preparation, storage and safe handling
 - Kitchen equipment use
- ABILITY
 - To maintain confidential files and information
 - To deal effectively with students and teachers
 - To operate standard office, word and data processing equipment.
 - To add, subtract, multiply, divide quickly and correctly
 - To lift supplies, boxes, etc. up to 40 lbs.