

# Position Announcement

<b>Title:</b> Food Service Coordinator	<b>Date:</b> March 26, 2019
<b>Division:</b> Food Services	<b>Directly Reports To:</b> Administrator
<b>Unit/Department:</b> Lakeview Christian Academy	<b>Position Posting Date:</b> March 26, 2019 <b>Position Starts:</b> <u>August 26, 2019</u>
<b>General Purpose:</b>  The Food Service Coordinator is responsible for the daily operations of the kitchen and cafeteria, including the ordering of all food and beverages for the hot lunch program. This person must possess and maintain a Food Manager’s certification. This person is responsible for training all persons that use the kitchen. On a daily basis there are three lunch periods for students going to the cafeteria. The kitchen prepares the hot lunches for the preschool program and delivers them to their classroom. This person also teaches two cooking class electives; one for middle school students and one for high school students. Both are at the end of the school day. This person is also responsible for ensuring compliance with all rules and regulations associated with our kitchen license. Inspections are conducted annually by the MN Department of Health.	

<b>Key Result Areas</b>	
<b>Attitude and skills with students:</b> <ul style="list-style-type: none"> <li>• Relate with appropriate and respectful voice and actions to all students</li> <li>• Responsible for safety and welfare of students</li> <li>• Able to teach middle and high school students</li> </ul>	
<b>Planning and leading:</b> <ul style="list-style-type: none"> <li>• Plan meals by the month and order accordingly through vendors</li> <li>• Oversee training of Person In Charge (PIC) for use of kitchen by others</li> <li>• Oversee student and adult volunteers in the kitchen</li> <li>• Know the school calendar and building use by other organizations</li> <li>• Knowledgeable of kitchen licensing requirements of the MN Department of Health</li> </ul>	
<b>General attitudes and skills:</b> <ul style="list-style-type: none"> <li>• Work as a team member and diligent to preserve unity within the school staff</li> <li>• Consistently show commitment, enthusiasm and involvement</li> <li>• Able to utilize technology for menu purposes</li> <li>• Physically able to carry out the duties of the position</li> <li>• Communicate effectively with staff working with the lunch program</li> </ul>	
<b>General work habits:</b> <ul style="list-style-type: none"> <li>• Prompt and reliable attendance record</li> <li>• Conscious of health and safety issues</li> <li>• Know and follow the Faculty/Staff handbook</li> <li>• Attend in-service training as required</li> </ul>	

<b>Nature of Supervision Received (check one):</b>	
	Routine work performed under immediate supervision with detailed instructions. Activities required minimal decision making.
	Primary routine work performed with supervision readily available. Activities follow established, well-defined procedures, and basic decision are made within the scope of these procedures/guidelines. Decisions outside the scope of the guidelines are referred to the supervisor.
	Work performed independently with supervision available. Manages and prioritizes own workload; expected to make some non-routine decisions requiring judgment and interpretation.
	Under direction as to assignments and general methods of execution, with periodic review of assignments. Expected to make non-routine decisions requiring analysis and interpretation with limited guidance from supervisor.
X	Under general direction as to broad assignments. Determines methods and delivers final results.
	Within the broadest scope of the unit's objectives, determines and executes major programs.

This position will require a training period late August/early September of 2019 where hire will shadow trainer to learn the position.

**All employment inquiries should be made to  
Kris Brown at [kris.brown@lcaduluth.org](mailto:kris.brown@lcaduluth.org) 218-723-8844 ext. 20**