

Food Service Coordinators

Seeking 1- Full Time & 1- Part Time (20 hr/wk) Passionate and Dedicated Food Service Coordinators

Lakeview Christian Academy is looking to hire two Food Service Coordinators to add to our dedicated staff. We are looking to hire committed Christians who are passionate about planning, preparing and serving healthy, delicious meals to our staff and students. The full time position is from 7:30am to 3:30pm Monday through Friday. The second position is 20 hours/week.

Essential Job Functions of the Full Time Food Service Coordinator

- Plan the school lunch menu each month and purchase food to make the meals
- Keep track of budget and turn in receipts to the bookkeeper
- Oversee use of the kitchen by others for fundraisers, special events, etc.
- Oversee volunteers and students in prepping, and serving food, as well as washing dishes
- Maintain a Food Manager Certification
- Responsible for training all persons who use the kitchen for events
- Responsible for ensuring compliance with all rules & regulations associated with our kitchen license
- Maintain a clean, food safe kitchen and serving areas at all times
- Maintain recording temperatures for all coolers, refrigerators, freezers, and salad bar
- Maintain the kitchen supplies for the school including anything needed for special events (i.e. class parties, appreciation events, etc.)
- Make refreshments for graduation at the end of the school year
- Have awareness of students behavior while they are in the cafeteria for lunch
- Attend all morning staff meetings
- Attend all in-services as requested by the administrator

Essential Job Functions of the Part Time Food Service Coordinator

- Support the Full Time Food Service Coordinator in all areas

Please contact Mrs. Heidi Wright @ heidi.wright@lcaduluth.org to apply.