

## **Assistant Food Service Coordinator**

### **Seeking 1- Part Time (20 hr/wk) Passionate and Dedicated Assistant Food Service Coordinator**

Lakeview Christian Academy is looking to hire one Assistant Food Service Coordinator to add to our dedicated staff. We are looking to hire a committed Christian who is passionate about assisting with the preparing, serving, and clean-up of meals to our staff and students. The part time position is from 9:00am to 1:00pm Monday through Friday, school days.

#### **Essential Job Functions of the Part Time Food Service Coordinator**

- Support the Full Time Food Service Coordinator in all areas

#### **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

Please contact Mr. Aaron Walls @ [aaron.walls@lcaduluth](mailto:aaron.walls@lcaduluth) to apply.