



Food Service Coordinator

Job Description

Job Title: Food Service Coordinator

Reports to: Patrick Canavan

Department: Food Service

Part-time; Daily, 9am - 2pm

LANCASTER COUNTY
CHRISTIAN SCHOOL

Job Summary

The LCCS Food Service Coordinator oversees the school lunch program.

Responsibilities

- Plan menu with kid-friendly, cost-effective, and nutritious meals
- Obtain morning lunch counts and prepare meals accordingly to minimize waste
- Ensure that menus and menu changes are posted on the school website and communicated to parents and students
- Help influence healthy food choices by students
- Purchase, store, prepare food
- Service the students who buy lunch
- Keep inventory of stock and insure rotation of items
- Maintain preparation and serving areas, including appliances, equipment, utensils, and dishes
- Follow sanitation guidelines provided by the Department of Agriculture
- Recruit, train, and supervise all volunteers, part-time staff, and students that assist with lunch service
- Coordinate the schedule of kitchen staff
- Provide a warm and cheerful environment in the kitchen and serving areas
- Work within the budget, keep records of all expenses, and provide receipts in a timely manner

Requirements

- Strong testimony of faith in Jesus Christ as Lord and Savior
- Possess a current ServeSafe certificate
- Understand all food storage, prep and service practices
- Possess basic computer and math skills
- Ability to perform job duties without direct supervision
- Ability to lift and carry up to 30lbs and have ability to stand for long periods of time
- Possess a vehicle to drive to shop for groceries and supplies
- Flexibility to make quick decisions during busy serving times