

Trinity Episcopal School
Lunch Coordinator
Job Description

Reports to and receives direction from the head of school. May also receive direction from other administrative staff. Works cooperatively with faculty and staff as well as parents and visitors. Oversees relationship with businesses outside of Trinity for food vendor coordination.

Supervise, train, and manage food service operation. Ensure that appropriate quantities of food are ordered or prepared and served. Meet time constraints set by menu requirements established by the head of school. Meet health codes.

Qualifications:

Requires high school diploma or equivalent, CPR and Safeguarding God's Children training. Must have computer experience and possess proficiency on Excel, Word, Email, and RenWeb. Must demonstrate high-level skill in organization, interpersonal relations, excellent oral communication skills, and have the ability to prioritize and handle a variety of tasks simultaneously. Must relate well to children. Must demonstrate good decision-making and judgment as well as attention to detail and follow-through. Must be able to adapt to a rapidly changing environment.

Responsibilities include the following:

- Works independently to organize lunchroom for three lunch groups by ensuring adequate supplies are available.
- Oversees lunch room staff to ensure they follow appropriate protocols, meet staffing needs, and follow appropriate guidelines.
- Performs lunch room set up including salad bar and food preparation, organizes a la car items, and prepares hot lunch warmers and food line.
- Organizes to-go lunches for P.A.L.S.
- Manages appropriate billing and works closely with our business office.
- Complies with clean-up procedures including washing trays, serving dishes and cleaning prep areas as well as overseeing student clean-up duties.
- Follows recycling procedures set forth by the head of school.
- Maintains correct temperature of appliances to ensure they meet guidelines for safety.
- Ensures food options are cooled or heated to specified temperature to meet food safety requirements.
- Monitor food labels to guarantee expiration dates are in compliance.
- Uses appropriate cleaning agents to meet safety requirements.
- Performs appropriate handwashing techniques and utilizes gloves when handling food.
- Washes surfaces and sweeps floors to maintain cleanliness.
- Demonstrates the ability to package leftovers appropriately and mark food with appropriate date per regulations.
- Determines monthly menus while keeping in mind healthy eating options, cooking responsibilities, vendor availability, and past success.
- Provides menu in a timely manner to ensure appropriate ordering timeline, RenWeb entry, and communication with parents.
- Demonstrates ability to manage the monthly orders, keeps an open line of communication with business office regarding billing and payments, and demonstrates a proficiency in food purchasing.
- Able to provide feedback to parents regarding menus and ordering.
- Turns in receipts for charges and payments to the business office within a specified timeline.

- Exercises independent judgement in following established policies, while ensuring the students are given appropriate care.
- Provides feedback on budget needs to head of school.
- Determines plan to stay within the established budget and uses allotted budget appropriately.
- Meets productively standards and deadlines established by the school.
- Utilizes own time effectively, directing efforts toward work responsibilities.
- Proiritizes work to meet the expectations of the head of school and board.
- Maintains assignment-specific manual that can be accessed for cross-coverage.
- Maintains work area and equipment in a neat and orderly fashion.
- Accepts accountability and recognizes need for action when no direction is given.
- Demonstrates adaptability in a changing environment.