

Head Lunch Coordinator

General Summary:

The **Head Lunch Coordinator** will supervise daily food preparation for the school. This will include but is not limited to ordering food, preparing menus, preparing food, serving food, coordinating volunteers, and sanitizing the kitchen to state and ServSafe standards. The ideal candidate will be organized, detail oriented, and have a heart for being a model of Christ to students.

Essential Responsibilities:

- Prepare monthly lunch menus on a regular basis
- Maintain accurate inventory of food supplies, order necessary items, and ensure proper storage and rotation of food products
- Maintain records of food purchases, production, and sales as required by Administration
- Oversee the preparation, cooking, and serving of meals according to established standards
- Select, train, and supervise volunteers assisting in the kitchen
- Enforce strict food safety and sanitation standards, conduct regular inspections of the kitchen and ensure compliance with state, federal, and SafeServ policies
- Monitor food quality, ensuring that meals meet the expectations of students and parents
- Communicate effectively with school staff, parents, and students regarding food service matters
- Ensure compliance with all relevant SafeServ policies and procedures, as well as complying with PA Food Safety Standards
- Operate a POS system (or equivalent). Meal Magic experience preferred but not required.
- Keep current in all state-required certifications and have the kitchen always prepared for PA Food Safety Inspections
- Monitor USDA-FSIS recalled food cases
- Keep record of student's food allergies in concordance with school office
- Able to react to change productively and handle other essential tasks as assigned

Skills:

- Strong organizational skills
- Excellent time management
- Ability to maintain a kitchen consistent with SafeServ standards

- Ability to interact with children in a friendly and approachable manner
- Ability to communicate with staff and students
- Ability to establish and maintain professional relationships with staff, parents, and students
- Ability to frequently walk or stand for long periods of time
- Ability to lift a minimum of 40 lbs.

Qualifications:

- Education Level: High school diploma or equivalent
- Experience: Prior K-12 food service experience required
- Certification or Licensure:
 - ServSafe certification required within 90 days of employment
 - State certificate in School Food Service Management recommended

About Us:

MCDS is a Christ-centered educational institution committed to nurturing academic excellence and spiritual growth in our students. Our mission is to provide a Christ-centered environment where students develop Biblical principles while receiving a quality education. We partner with families in raising children who love the Lord and are equipped to fulfill their God-given purpose.

Interested in applying for this position?

All applicants are required to submit a letter of interest and resume to Manheim Christian Day School, 686 Lebanon Road, Manheim, PA 17545 or email james.hubbard@manheimchristian.org. If hired, a PA Child Abuse Clearance, PA Criminal Record Check, and FBI Background Check will be required.

Please apply at <https://manheimchristian.org/employment-opportunities>