



Cafeteria Coordinator- Eden Campus (Elementary)

Job Details

Job Type: Part-Time

Compensation Rate: \$18/hr

Hours: Approximately 9 a.m. – 2 p.m. Monday through Friday

Full Job Description

Faith Christian Academy exists to provide families with a Biblical education and excellence in a God-centered environment.

We are currently looking for qualified applicants to fill the following position: **Cafeteria Coordinator**

JOB DESCRIPTION:

The Cafeteria Coordinator will be responsible for communicating with the Cafeteria Supervisor regarding numbers for accurate ordering of food for the Eden campus. The Coordinator will also be responsible for shopping for, preparing and serving food to students at the Eden campus and will be tasked with the delegation and management of cleaning and maintaining the cafeteria after it closes for the day. Must adhere to strict health codes and standards when serving food.

Essential Functions:

- Monitoring the condition of the facility and maintaining cleanliness
- Communicating with the Cafeteria Supervisor
- Serving meals to students
- Preparing food items such as salads for teachers and requesting students
- Maintaining food stocks, preparing food items for storage, and ordering new supplies as needed
- Managing the collection of payment through FACTS from students for meals or snacks provided by the school
- Manage and Coordinate with Cafeteria Assistant and Volunteers to ensure adequate daily coverage
- Creating monthly lunch menu

Qualifications:

The Cafeteria Coordinator must:

- Have a personal relationship with Christ.
- Demonstrate ability to work independently.
- Be able to manage multiple tasks in a high-pressure; fast paced environment.
- Possess sound judgment.
- Have a teamwork approach with colleagues and administration.
- Provide PA state-mandated clearances.