

Food Service Coordinator

St. John's Early Learning Center

ROLES AND FUNCTION OF FOOD SERVICE COORDINATOR:

- Serves in the Kitchen, and is responsible for duties related to food service and distribution
- Follows appropriate food handling and safety procedures
- Maintain kitchen cleanliness and organization

ACCOUNTABILITY:

- Accountable to the ELC Director/Assistant Director for fulfillment of responsibilities assigned in the job description
- Serves as a team member with all other ELC personnel in developing and implementing an effective total ministry
- Team relationships will be characterized by loyalty, respect, and cooperation in a common purpose and ministry in Connecting People with Jesus

REQUIRED QUALIFICATIONS:

- Must have a knowledge of how to complete basic conversions and measuring
- Physical requirements and abilities:
 - Lift large trays and dishes (up to 20 lbs.)
 - Bend down as needed
 - Manipulate carts (up to 50 lbs. on wheels)
 - Maintain general good health
- Must be 18 years of age, and able to pass criminal background check
- Christian affiliation—all other factors being equal, preference in hiring will be given as follows:
 - Calling an individual on Synod's roster of Commissioned Ministers
 - Contracting an individual who is a member at St. John's Lutheran Church, or is willing to become a member
 - Contracting an individual who is from the community and affiliated with another Christian congregation

RESPONSIBILITIES:

- Receives food from caterer, sorts food based on classroom sizes and serving requirements
- Distributes lunch to the appropriate classrooms
- Prepares afternoon snack and stores in the appropriate place
- Minimal dishwashing required
- Communicates with Milk Delivery Person, and with ELC Director or Office Support Staff, when more milk is needed
- Communicates additional kitchen supply needs to ELC Director or Office Support Staff
- Maintain compliance with all Colorado Adult and Child Food Program (CACFP) requirements, as well as applicable child care licensing regulations (training is provided)
- Hold a current First Aid, CPR, and Universal Precautions certification, and recertify as needed
- Attend worship services faithfully
- Demonstrate faith in Jesus to all under his or her direction and care
- Perform other duties as requested by the ELC Director or Assistant Director

DAYS TO WORK:

- Monday through Friday, year-round (except for school breaks)
- Shifts are typically 7:45-11:45am
- Part-time, non-exempt

PAY:

- Varies based on education and experience
- Starting pay is \$18 per hour