



Job Title: Lunch Coordinator

Reports to: Middle & Upper School Principal

Job Summary:

The **Lunch Coordinator** will be a Christian who oversees all aspects of the Alternative Lunch program. The Lunch Coordinator will provide a high level of customer service and provide operational support. He or she must be a mature Christian who also agrees with The First Academy philosophies, vision and mission statement. This position is a 10-month (school year), 29 hrs. per week position.

Essential Job Functions:

- Assists in establishing best practices and monitoring of alternative lunch program procedures
- Determines product quantities needed for ordering lunches and supplies
- Set-up lunch eating area in Natalie Thomas Gym
- Oversees and participates in lunch distribution
- Cleans and organizes food distribution area
- Utilizes system for placing lunch orders to ensure that payments are received to prevent loss
- Cleaning and detailing of the concession stands to the highest safety and cleanliness standards
- Meets food/drink delivery and catering trucks daily
- Processes all requisitions and prepares reports
- Goes shopping to wholesale stores to purchase supplies and snacks when needed
- Assists with other duties as assigned by supervisor

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding of sound Biblical principles
- Feels called by God to serve at The First Academy
- Has a passion for working with kids
- Present a positive image of the school to others and to the community
- Ability to maintain confidentiality pertaining to school/student matters
- Must provide and maintain high standards of customer service
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Ability to multitask
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others

- Experience working with excel and spreadsheets
- Cash and credit card handling experience preferred
- Previous food service operations a plus
- CPR and First Aid certification a plus
- Possess a high school diploma or equivalent

Physical Requirements:

	None	up to 1/3 (occasionally)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Standing for prolonged periods				✓
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders			✓	
Balance		✓		
Stoop, kneel, crouch or crawl			✓	
Reach, pull, push with hands and arms above head			✓	
Reach, pull, push with hands and arms below head			✓	
Repetition-using an input device-a keyboard or mouse-in a steady manner			✓	
Lifting up to 50 pounds with control				✓
Pushing up to 50 pounds with control				✓
Close vision with or without corrective lens. <i>(clear vision at 20 inches or less)</i>				✓
Distance Vision with or without corrective lens. <i>(clear vision at 20 feet or more)</i>				✓
Peripheral Vision <i>(ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)</i>				✓
Depth Perception (vision, ability to judge distances and spatial				✓

relationships)				
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)		✓		
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)			✓	

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.