

# MANITOWOC LUTHERAN HIGH SCHOOL

Position: Food Service Coordinator



**Last Updated:** 1/2024

**POSITION CATEGORY:** Regular  $\frac{3}{4}$ -Time; Hourly

**SCHEDULE:** August – May: up to 30hrs/wk; Mon – Fri

**POSITION SUMMARY:** The FSC position supports the operations of MLHS by being responsible for planning, coordinating, serving, and maintaining the hot lunch program at MLHS.

**ACCOUNTABILITY:** The position of FSC reports directly to the Director of Mission Advancement (DMA)

**JOB DUTIES / REQUIREMENTS:** This list is not intended to be a complete listing, rather an indication of routine and recurring items requiring attention. Primary duties and responsibilities include but are not limited to:

1. Develop and plan for creative, nutritious, and cost-effective meals and foods that are within the established budget.
2. Prepare meals to go for groups that request it.
3. Provide a monthly hot lunch menu for the school to distribute to parents and staff members.
4. Serve proper serving sizes to meet necessary dietary requirements for high school students and staff.
5. Plan for snacks and drinks for small gatherings and meetings held at MLHS upon request from administration.
6. Purchase food and supplies to maintain appropriate inventory levels from local store(s) or an approved food service company.
7. Check food shipments into the school, as required, signing invoices after each order has been verified.
8. Maintain necessary files and records for proper inventory control.
9. Train and supervise kitchen staff members/volunteers in the safe, proper, and efficient use of all kitchen equipment to ensure the highest level of food preparation, sanitation and service.
10. Report immediately to the DMA any accident or student behavioral problem occurring in the kitchen or the cafeteria premises.
11. Supervise and assist the daily cleaning of kitchen and equipment including the washing and sterilizing of all dishes/trays, silverware, and utensils.
12. Make recommendations for program improvements, equipment, and maintenance needs.
13. Comply with all Federal, state and local laws and regulations for the maintenance, repair, and operation of equipment and machines [OSHA].
14. Comply with all Federal, state and local laws and regulations for the storage, use, and disposal of trash, waste, and hazardous material [OSHA].

**QUALIFICATIONS:**

1. A high school diploma or training and experience that are considered equivalent.
2. A knowledge of good dietary practices and familiarity with Federal, state, and local laws and regulations.
3. A proficiency in the preparation of large quantities of food.
4. Good human relations with the ability to communicate in a courteous manner.
5. Professional appearance.
6. Competence in supervising others.
7. Previous service in food preparations/handling is preferred.

**REQUIREMENTS:**

- Ability to organize, multi-task, prioritize and work under pressure. (Situations that affect safety, educational environment, etc. must receive immediate attention.)
- Ability to follow written and verbal instructions.
- Competent at record keeping (maintenance activities, personnel records, etc).
- Maintain personal conduct consistent with doctrine of the WELS and guidelines in place for MLHS employees; to be helpful and welcoming toward all employees, students, and guests of the school.

