

**Holy Trinity Parish of Pinconning**  
**Job Description**

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**NAME:** **DATE: July 2024**  
**TITLE:** Lunch Coordinator  
**SUPERVISOR:** School Principal  
**STATUS:** Part-Time II, Non-Exempt, Hourly

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**GENERAL DESCRIPTION**

The Lunch Coordinator is responsible for serving meals to students in the school cafeteria including cleaning, and organizing the kitchen. Monitor and supervise students in the cafeteria and outside during recess. When weather dictates an inside recess, monitor students during their time in the classroom. Must be faith-filled, dynamic, compassionate, energetic, and willing to work collaboratively in a team environment

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Supervise and assist in the safe, proper and efficient use of all kitchen equipment
- Maintains the highest standards of safety and cleanliness in the kitchen
- Ensure garbage bags are tied and placed in hallway for maintenance person to discard in the outdoor dumpster
- Ensure all lunch trays, pots/pans, silverware, and any other kitchen items/utensils are cleansed/sanitized daily
- Ensure all freezers/refrigerators are at safe temperatures and properly logged
- Maintains cleanliness/personal hygiene while in the kitchen and anytime around food
- Report to maintenance any problems with appliances or kitchen tools
- Ensure food is properly served and all Serv-Safe policies and procedures are followed
- Ensures that nothing leaves the school kitchen without approval from the Principal
- Other duties as assigned by supervisor.

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports directly to the School Principal
- Work collaboratively with other school and parish staff members

**QUALIFICATIONS & SKILLS**

**Education:** High School Diploma or GED

**Experience:** Prior experience working in a school cafeteria preferred

**Job Related Skills:** Good communication skills; ability to work with different types of kitchen equipment; successful completion of Serv-Safe training; ability to work in a school environment.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**WORKING CONDITIONS**

- Hours of Work: Typically Monday through Friday 10:30 AM – 12:30 PM during the school year.
- Nature of Work: May need to be able to stand or sit for extended periods of time while directing or training; part of the position involves being outdoors; walking, bending, lifting, or performing other work requiring physical exertion; ability to lift up to 25 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

**ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_