



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | [www.judah.org](http://www.judah.org)

## Hot Lunch Coordinator

### Position Summary

The Hot Lunch Coordinator will be responsible for coordinating Judah's hot lunch program. This position works cooperatively with Principals, Caterer and Business Office.

### Responsibilities

- Communicates with parents, staff and caterer regarding monthly lunch orders
- Performs monthly lunch tasks in Student Information System, which include but are not limited to:
  - Entering lunch menus
  - Entering late lunch orders
  - Running reports for accurate lunch counts
- Works with Bookkeeping for accurate lunch charges
- Recruits trains and schedules lunchroom volunteers
- Works with the kitchen staff to coordinate and distribute daily lunches for PK-12 students
- Performs set up and clean-up of lunchroom along with volunteers

### Qualifications

- A fellow Christian who supports, without reservation, the Judah Christian School Statement of Faith
- A member and regular attendee in good standing of a Christ-centered church
- Demonstrate spiritual maturity with leadership abilities that will allow him/her "in humility to consider others better than him/herself"
- Reflect the purpose and mission of the school in word and deed both while at school and in the community
- Preferred experience in volunteer coordinating and Microsoft Office
- Strong oral and written communication skills
- Demonstrates ability to set priorities
- Willingness to work as a member of a team, as well as the ability to work independently
- Able to work with high level of integrity and confidentiality
- Excellent organizational skills
- Detail oriented, flexible and able to multi-task efficiently
- Excels at operating in a fast-paced educational environment

### Working Hours

This position is part time, 10-month position, including school day lunch service and monthly administrative tasks (that can be done at home)