

## Job Description

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### Position Title: Food Service Coordinator

**Purpose of Position**

The Food Service Coordinator fulfills the mission of DMCS by managing our kitchen and food service program (food prepared by licensed vendors).

**Position:**

- Full-Time
- School Year plus minimal additional hours after school year ends and before school year begins
- Hourly Employee
- Full-time School Year Benefit Eligible

**Reports To:** Accounting Manager

**Evaluated By:** Accounting Manager

**Direct Reports:** Food Servers

**Qualifications:**

- BS/BA preferred.
- Experience in food service or the restaurant industry preferred.
- Ability to learn and work with food service systems and technology.
- Possess or willing to obtain Food Safety Certification.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

**Professional Profile:**

- Committed to the mission of DMCS.
- Detail oriented and organized.
- Strong interpersonal and communication skills.
- High integrity.
- Ability to complete work in a fast-paced environment while accommodating interruptions.
- Models Christ-like behavior in and out of the school.
- Works as a team player with all DMCS departments.

**Responsibilities:**

**Student Meal Administration**

- Fosters new and innovative ideas for our food service program to continually enhance menus, food offerings, serving process, and kitchen environment.
- Partners with vendors to plan daily menu.
- Posts menus online and facilitates student ordering process via website and email.
- Coordinates with vendors to order meals, milk, and other products sold during lunch period.
- Purchases a la carte items sold during the lunch period (via school account at bulk stores).
- Orders paper supplies and condiments used through the food service program.
- Oversees daily kitchen set-up and food serving process.
- Monitors food quality and temperatures, and equipment safety and cleanliness in accordance with DHS guidelines.
- Records student purchases via food service purchasing software.
- Processes vendor invoices for payment.
- Coordinates lunch schedules with principals.
- Liaison with school clubs and boosters regarding kitchen and food ordering.

**Family Lunch Account Management**

- Maintains family and student information in food service purchasing software (Wordware).
- Prints and distributes student and staff lunch cards (as applicable).
- Prepares and posts cash deposits from families for lunch accounts.
- Works with families to ensure lunch accounts maintain adequate level of funds.
- Initiates refunds to families when needed.
- Distributes and processes applications for reduced price meals annually.

**Staff Leadership**

- Supervises and evaluates food service staff (servers).
- Coordinates with Human Resources in recruitment and selection of employees, maintenance of employee personnel files, corrective action, and other human resource issues.
- Coordinates substitutes for food server position when needed.

**Other**

- Participates in department related projects, such as eventual remodel of kitchen.
- Provides Accounting Manager with reports as needed.
- Other duties as assigned by the Accounting Manager.