Veritas Christian Academy Cafeteria Coordinator

Position Summary

The Cafeteria Coordinator oversees the administrative and daily operational needs of the school's lunch program, ensuring efficient food service, clear communication, and a welcoming environment for students, faculty, and staff. This position manages lunch ordering, vendor relationships, volunteer coordination, and special event food service while supporting the daily operations of the cafeteria.

Duties and Responsibilities

Lunch Program Management

- Manage monthly lunch ordering through FACTS, including creating menus, establishing ordering windows, and distributing lunch calendars.
- Maintain accurate student allergy and dietary restriction information.
- Calculate daily lunch totals, place weekly vendor orders, and prepare lunch summaries for classrooms and staff.
- Monitor vendor pricing, coordinate menu adjustments, and help maintain the financial sustainability of the lunch program.
- Manage lunch-related charges, staff invoices, credits, reimbursements, and ordering adjustments.
- Coordinate lunch accommodations for field trips, school closures, and special circumstances.

Communication and Volunteer Coordination

- Serve as the primary contact for parent and staff questions regarding lunch ordering, payments, cancellations, and dietary needs.
- Prepare monthly communications regarding lunch menus, ordering deadlines, and volunteer opportunities.
- Coordinate with school communications personnel to distribute ordering reminders and important updates.
- Recruit, schedule, and communicate with approved cafeteria volunteers through SignUpGenius, ensuring compliance with background check requirements.
- Maintain instructional resources and assist new families and staff with the lunch ordering process.
- Communicate lunch changes, staff treats, and other cafeteria announcements as needed.

Special Events and School Support

- Coordinate food service requests for school events, including graduation, Grandparents Day, classroom celebrations, fundraisers, and community gatherings.
- Assist with planning and executing large-scale meals and seasonal celebrations, including Thanksgiving Feast and Christmas meals.
- Manage event food orders, supplies, volunteer schedules, setup, and service in collaboration with school personnel.
- Submit cafeteria maintenance requests and assist with additional operational needs, including pest control scheduling and lost-and-found management, as assigned.

Daily Cafeteria Operations

- Assist with daily cafeteria setup, food preparation, meal service, and cleanup.
- Support kitchen staff with cooking, baking, and special dietary accommodations as needed.
- Receive, organize, and store food deliveries and supplies.
- Maintain cleanliness and sanitation throughout the kitchen and cafeteria, including dishes, equipment, countertops, floors, and food storage areas.
- Follow established food safety and sanitation procedures.

Qualifications and Skills

- Strong organizational, time management, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple responsibilities independently while working collaboratively with others.
- Proficiency with Google Workspace and online ordering systems; familiarity with FACTS and SignUpGenius preferred.
- Attention to detail, particularly regarding food allergies, financial records, and scheduling.
- Experience in food service, administration, hospitality, or event coordination preferred.
- Cooking and baking skills are a plus.
- Commitment to the mission and Christian values of Veritas Christian Academy.

Physical Requirements

- Ability to stand and move throughout the workday in an active kitchen environment.
- Ability to lift and carry up to 50 pounds, with reasonable accommodations as applicable.
- Ability to perform routine food preparation, stocking, and cleaning duties.

Additional Expectations

The Cafeteria Coordinator should demonstrate a servant-hearted attitude, flexibility, professionalism, and a commitment to creating a welcoming environment for the Veritas community. Additional responsibilities may be assigned as needed to support school operations.