



## **Job Description**

- Position:** School Nutrition Program Coordinator
- Classification:** Part time
- Compensation:** \$10/hour at 25 hours/week
- Work times:** Monday through Friday, 6:30am to 12:30pm, with daily 1 hour break.

### **Job Summary:**

Cristo Rey Fort Worth High School at Our Mother of Mercy is a private college preparatory independently governed Catholic school serving students of limited economic means to prepare them for success in college and life as people of faith, purpose, and service.

The health of the students and environment of the school is very important to the school's mission. To foster the proper learning environment and the well-being of our students the school is seeking a School Nutrition Program Coordinator.

The School Nutrition Program Coordinator works to ensure the smooth, efficient, and loving operation of the school kitchen for the ultimate health, comfort, and well-being of the students, and to foster an environment of efficiency, cleanliness, and friendliness in which students may be served nutritious meals.

The person who will assume the position of School Nutrition Program Coordinator is accepting a very important role in the functioning of Cristo Rey Fort Worth High School. They will not only be coordinating the meal program, but will be working with people, especially children. The successful candidate will exhibit a spirit of Christian love and concern shown by friendliness and helpfulness. There is a need for the coordinator to understand children. The coordinator is under the supervision of the Director of Campus Environment and Special Projects.

### **Essential Tasks:**

- Plans and directs the preparation and service of all food in the cafeteria.
- Responsible for the security of food and supplies. Checks food shipments into the school, signing invoices only after each order has been verified. Reports to the Director of Campus Environment any faulty or inferior quality food which is received. Maintains a correct monthly inventory. Orders on a weekly basis all necessary supplies.

- Supervises the storage and care of foods and supplies. Records all food requisitions from the storeroom, and records all meals served.
- Maintains current records for Free/Reduced Lunch Program.
- Ensures that menus developed by the school are followed without deviation.
- Supervises and instructs in the safe, proper, and efficient use of all kitchen equipment. Instructs employees in performing their assigned tasks.
- Reports immediately to the Director of Campus Environment any problem or accident occurring in the kitchen or cafeteria premises.
- Supervises and participates in the daily cleaning of kitchen. Maintains the highest standards of safety and cleanliness in the kitchen.
- Directs sanitation procedures. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
- Assumes responsibility for checking that all equipment in the kitchen area is in safe, working condition, and notifies the Director of Campus Environment when repairs or replacements are needed.
- Must be able to lift and carry 50 lbs.
- Other duties as assigned.

**Required Knowledge, Skills & Abilities Necessary to Performance of Essential Functions:**

- No specific education requirement, but must demonstrate ability to read and write English at a level required for successful job performance.
- Hold and maintain a Food Handlers Permit.
- Demonstrate competence for assigned responsibilities.
- Able to follow oral/written instructions.

**Desirable Knowledge & Abilities:**

- Previous experience in public school cafeteria.
- Knowledge of safe food preparation techniques.

**Application Instructions:**

Please email resume and references to:

**[employment@crstoreyfortworth.org](mailto:employment@crstoreyfortworth.org)**