



Position: Lunch Coordinator

Department(s): Operations

Reports to Director of Operations

SUMMARY -The **Lunch Coordinator** is responsible for planning, purchasing, preparing, and serving the daily lunch program for Lititz Christian School's K–12 program and the Lititz Early Learning Center. This position also plans, purchases, and prepares meals that are delivered to the West Campus Early Learning Center. The Lunch Coordinator coordinates with outside food vendors on designated vendor meal days and maintains a clean, safe, and organized kitchen environment that supports the school's daily lunch operations. In addition, this role assists with food coordination for select school events throughout the year.

Main Job Responsibilities

Daily Lunch Operations

- Plan nutritious, cost-effective lunch menus for the K–12 program and the Early Learning Centers while considering dietary needs, food costs, and preparation requirements.
- Prepare meals according to ServSafe standards and food safety guidelines.
- Serve lunch to K–12 students and package meals for delivery to the Early Learning Centers
- Write and distribute monthly lunch menus.
- Coordinate with outside food vendors on scheduled vendor lunch days, including placing orders and ensuring timely delivery.
- Clean up after meal service and properly store leftover food.
- Maintain an organized freezer, refrigerator, and dry storage area with proper food rotation and labeling.

Kitchen Organization & Sanitation

- Maintain a high standard of cleanliness throughout the kitchen, including counters, equipment, floors, sinks, storage areas, and food preparation surfaces.
- Wash dishes and maintain the sanitizer machine.
- Manage trash removal, cardboard disposal, and kitchen laundry.
- Ensure the kitchen remains clean, organized, and ready for daily meal preparation.



- Coordinate respectfully with church partners and Meals on Wheels regarding shared kitchen space and storage needs.

Purchasing & Inventory

- Order food and kitchen supplies from approved vendors.
- Shop for items not available through vendors as needed.
- Receive deliveries and rotate inventory appropriately.
- Monitor food and supply costs and provide meal cost information when requested.
- Organize and submit invoices to the Finance Manager.
- Help manage the lunch program budget by purchasing responsibly and seeking cost-effective options.

Administrative Responsibilities

- Maintain lunch counts and complete required documentation in RenWeb and the Early Learning Center management system.
- Communicate with the Early Learning Center regarding snack ordering.
- Submit meal purchase corrections to the Front Desk Administrative Assistant.

School Event Support

Coordinate food service for select school events, including:

- Harvest Day Concessions
- High School Sports Banquet

Responsibilities include:

- Collaborating with event leaders to determine food service needs.
- Ordering food and supplies.
- Preparing requested menu items for designated events.

Summer Responsibilities

- Plan and lead weekly cooking camp activities during the summer.

Team Collaboration

- Partner with the Food Services Assistant to ensure beverage coolers, microwaves, utensils, serving supplies, and lunchroom resources remain stocked, organized, and clean.



- Work collaboratively with school staff to ensure an efficient, positive lunch experience for students and employees.

Mission Integration

- Demonstrate Christ-like character in all interactions with students, families, volunteers, vendors, and staff.
- Support the mission, vision, and core values of Lititz Christian School by fostering a welcoming, respectful, and servant-hearted environment.
- Recognize that preparing and serving meals is an opportunity to care for students and build relationships that reflect the love of Christ.