



## FCC Weekday Preschool Lunch Coordinator

### Responsibilities:

- Plan and execute the preparation and serving of all enrichment lunches for Weekday Preschool
- Develop a weekly lunch menu which includes balanced options and reasonable pricing, in conjunction with local vendors
- Assume responsibility for the storage and care of foods and supplies, and the preparation and serving of food
- Understand and follow the safe, proper, and efficient use of all kitchen equipment
- Report any problem or accident occurring in the kitchen to the WPS Director immediately
- Responsible for daily cleaning of kitchen, serving, and storage areas, all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils
- Maintain the highest standards of safety and cleanliness in the kitchen
- Assume responsibility for checking that all equipment in the kitchen area is in safe and working order, and notify the WPS Director when repairs or replacements are needed

### General Qualifications:

- Current Food Handlers Certification, or ability to procure (at cost of WPS)
- General understanding of menu planning, shopping, prepping, serving, and cleaning for 12-20 people
- Reliable transportation to grocery store and FCC, weekly
- Ability to lift and carry 15 pounds
- Ability to bend, stoop, and kneel
- 18 years or older
- Willing to submit to background check
- Ability to adapt and interact with a variety of personalities common to adults and children
- Willing to respect the values of Flossmoor Community Church

### Hours and Compensation

- 6 hours/week, \$15/hour
- 1.5 hours/week menu planning and shopping for food
- 4.5 hours/week (1.5 hours/day), prepping, serving, and cleaning up lunch Tuesdays, Wednesdays, Thursdays for 12-20 people/day
- Dates needed:
  - 10/18/22 – 12/15/22 (off week of 11/22/22) = 8 weeks
  - 1/31/23 – 3/23/23 = 8 weeks
  - 4/18/23 – 5/11/23 = 4 weeks
- Paid monthly

### Accountability:

- Lunch Coordinator will report to the Weekday Preschool Director (WPSD). The WPSD will conduct a performance review semi-annually.
- Dependability is essential; tardiness and unscheduled absences will result in termination of employment.