



## First Presbyterian Academy Greenville, SC

Job Title: <b>US Lunchroom Coordinator</b>
Supervisor: Lunchroom Manager
Subordinate(s): Lunchroom Assistant
Part/Full-Time: Part Time
FLSA Status: Non-Exempt

### **POSITION OVERVIEW:**

Reporting to the Lunchroom Manager, the Lunchroom Coordinator will work with vendors and the Lunchroom Manager to provide quality options for school lunches.

### **GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA:**

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website ([www.firstpresacademy.com](http://www.firstpresacademy.com)) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

### **QUALIFYING CHARACTERISTICS:**

- Faithful in providing a Christian education marked by the biblical integration of faith and academic content.
- Dedicated to excellence in classroom instruction holding to high academic standards while meeting the various needs of individual students.
- Purposeful in providing a safe, inviting, interactive and well-managed classroom environment.
- Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Committed to maintaining the appropriate degree of confidentiality and professionalism.
- Consistent in the use of technological resources to enhance the educational process.
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.

### **ESSENTIAL DUTIES:**

- Pick up money box and card reader from Business Office
- Print off student lunch orders daily
- Keep track and post names of students that have lunch clean up duties
- Print charge forms on Monday to keep track of student spending; calculate totals weekly and enter on spreadsheet for Business office
- Prepare preschool lunches
- Serve middle and high school breaks
- Restock for lunch
- Sort out vendor food; make sure counts are correct
- Serve lunch to middle and high school; make sure Preschool receives lunches
- Restock inventory for next day
- Clean kitchen; take out trash
- Compile daily deposits and turn in to the business office
- Place Sam's order weekly; pick up, unload, and organize order
- Approve time card of Lunchroom Assistant

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Possesses excellent communication and organizational skills
- Ability to understand and use Microsoft Office and other computer programs efficiently
- High School Diploma/GED

**PHYSICAL REQUIREMENTS:**

- Ability to evacuate students in the event of emergency
- Ability to sit, bend, stand, as needed in interactions with students
- Must be able to lift 15 pounds at times

Revised 03/12/2025 by JR