



## Elmbrook Church Position Description

### ECCEC Snack/Hot Lunch Coordinator

#### Job Summary:

Maintains a healthy, cost effective snack/hot lunch program

#### Qualifications & Requirements:

- At least 18 years of age
- High School education or equivalent
- Ability to work independently
- Willing to fulfill duties described and received appropriate training
- Able to handle finances

#### General Responsibilities:

- Plans a monthly nutritional snack program
- Purchases, preps and serves snack to classrooms on a daily basis
- Maintains adequate supplies for snacks and teacher activities, lunches
- Handles monthly snack budget and accounting
- Maintains allergy lists, adjusting snack and beverages when needed
- Maintains parent snack and lunch bulletin board and posts accurate menus
- Oversees daily hot lunch program provided by outside source
- Preps and serves hot lunch daily
- Evaluates with Administrative Staff the provided menus. Stay in contact with lunch provider re: suggestions, concerns and bad weather
- Follows health codes as required by the State ie keeps refrigerated food dated, maintains hot lunch temperatures via hot box and steam tables
- Maintains a clean kitchen and lunch room which includes washing dishes, defrosting freezers, trash disposal
- Participates in staff meetings and training as required

#### Employment Information:

This position is part time, hourly and classified as non- exempt.  
Salary – dependent on experience, skills & education

#### Benefit Package:

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry date for the 403b plan is the first of the month following date of hire. On an employee's first anniversary Elmbrook will match up to 5%.

Holidays – Part-time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled work day. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

<b>Reports to:</b>
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ECCEC Administrative Director

Works closely with: Administrative Director/Administrative Specialist

Elmbrook Church  
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[www.elmbrook.org](http://www.elmbrook.org)