



Position Title:	<u>FOOD SERVICE COORDINATOR</u>
Reports to:	Director of Finance
Department:	Business Office
Hours:	4-5 hrs/day (Monday-Friday) for 48 weeks
Exempt/Non Exempt:	Non-Exempt
Salary:	Hourly
Paid sick days:	1 hour for every 30 hours worked up to 80 hours per year
Paid vacation days:	If hours exceed, 1080/year, Prorated 10 after 1 st year for the first 10 years, then 15
Paid holiday days:	Memorial Day, Labor Day, Thanksgiving and Thanksgiving Friday

Qualifications Required:

1. Loyal and supportive of The Potter's House mission statement
2. Good computer and bookkeeping skills
3. Organized and able to keep accurate accounting records and general files
4. Friendly, outgoing personality who likes to work with a wide variety of people and children.
5. Flexible, dependable, and able to accept and process school scheduling changes
6. Ability to communicate positively and effectively with parents and staff

Primary Job Responsibilities:

1. Attend morning prayers at least twice a week.
2. Provide lunches for students
 - a) Coordinator of all lunch program activities
 - b) Supervise lunch servers
 - c) Supervise distribution, delivery, and kitchen cleanup of the lunch program at both locations
3. Communicate with Parents and Staff
 - a) Distribute, verify, and file appropriate state forms for free and reduced lunches to parents/guardians.
 - b) Communicate in writing the state regulations and requirements to parents/guardians. All written communications must be approved before distribution by the Executive Assistant to the Superintendent.
 - c) Collect and report all monies due for the lunch program
4. Communicate with Michigan Department of Education.
 - a) Meet all Health Department regulations (kitchens and equipment).
 - b) Complete all paperwork and documentation required by the state. These records must be kept on file in the Business office.
 - c) File monthly state reports via the Internet, keeping a hard copy of each report. All reports must be filed in a timely manner so that the school is reimbursed for the program monies. Report all financial deposits made to the school account to the Business Office.
 - d) File the annual state report with the Business Office via the Internet, keeping a hard copy of the report.

5. Keep accurate and detailed records.
 - a) The Director of Finance, Executive Assistant, and state auditors must be aware of all program files and all paperwork associated with the program with easy access for review. All files are confidential and must be filed alphabetically and stored in a locking file cabinet.
 - b) All invoices for the lunch program must be initialed and turned in to the Business Office for approval. A written explanation must accompany invoices of unusual expense.
 - c) Review costs monthly with the Director of Finance and prepare a quarterly report to be reviewed by the assistant administrator or the superintendent
6. Perform all other duties as assigned by direct supervisor

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.