



EVERGREEN ACADEMY

Educating Students...Training Leaders...Commissioning Warriors

LUNCHROOM COORDINATOR JOB DESCRIPTION

Classification: Part Time

Responsible to: Head of School

Supervises: No supervision responsibilities

Evaluation: Faculty performance will be evaluated in accordance with this job description

General Description: Evergreen Academy is seeking a dependable, organized, and Christ-centered Lunchroom Coordinator to oversee the efficient operation of the school's lunch program. This individual will be responsible for managing, organizing, and distributing catered meals to students while ensuring a safe, clean, and welcoming environment in the lunchroom. The Lunchroom Coordinator will serve as a key support member of the school staff, assisting with daily routines, promoting positive behavior, and modeling Christlike attitudes for students. The ideal candidate will demonstrate excellent organizational skills, attention to detail, and the ability to work collaboratively with staff, students, and catering vendors.

General Responsibilities:

- Receive, organize, and distribute catered lunches to students across all grade levels.
- Ensure all meals are accurately accounted for according to student orders and dietary requirements.
- Maintain cleanliness and organization of the lunchroom, including tables, serving areas, etc.
- Assist students during lunchtime to promote a positive, respectful, and orderly environment.
- Collaborate with catering vendors to ensure timely delivery and proper handling of meals.
- Monitor student behavior during lunch and enforce school policies with consistency and care.
- Manage lunchroom inventory, including utensils, napkins, trays, and supplies, ensuring adequate stock.
- Communicate effectively with teachers, staff, and administration regarding lunchroom operations.
- Coordinate schedules and assignments for any additional lunchroom support staff or volunteers.
- Participate in ongoing training or professional development related to food safety, student supervision, and school procedures.
- Other duties as assigned by administration.

CREDENTIALS AND CALLING:

- Have a saving relationship with Jesus Christ
- Have a strong desire and willingness to disciple students.
- Be an active member of a Bible believing church
- Have a love and passion for God and students.
- Be called by God to Evergreen Academy
- Agree to support and sign the EA Statement of Faith & Life Style Statement



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PERSONAL

- Meet daily stress with emotional stability, objectivity, and optimism.
- Develop rapport with students, parents, and staff by treating others with friendliness and dignity.
- Recognize the need to support Evergreen Academy as an ambassador for Christ and take the initiative to build good public relations with those inside and outside the community of faith.

EXPECTED WORK HOURS

- The Lunchroom Coordinator will work in collaboration with the Head of School to develop a schedule.

THE RIGHTS OF EVERGREEN ACADEMY

Evergreen Academy reserves the right to alter this position's job description to meet the needs of EA.

EMPLOYMENT NONDISCRIMINATION POLICY

Evergreen Academy does not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.