



LOGANVILLE CHRISTIAN ACADEMY Lunchroom Manager

At LCA our mission is to develop students academically, spiritually, and socially for God's call on their life. As a team member, we strive to support students in each of these areas no matter where we serve.

Core Values:

- We follow Jesus.
- We build relationships.
- We never stop learning.
- We go the extra mile.
- We display integrity.

QUALIFICATIONS

Personal

- Good all-around health
- Gracious, courteous, friendly, likeable
- Ability to manage stressful situations well
- A servant spirit
- A spirit of diligence, promptness, and organization
- Can maintain confidentiality; not prone to gossip
- A good sense of humor
- A strong work ethic
- Flexible

Spiritual

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- A shepherd spirit in caring for the welfare of those under his/her charge

Professional

- High school diploma
- CPR/First Aid Certification (can be done through LCA)
- Management/supervision experience
- Inspires/expects/demonstrates excellence
- Inspires the confidence of parents and engages students
- Exercises wise judgement

Physical

- Repetitive bending and lifting
- Lifting 5-50 lbs

- Consider walking during a given day over a 75 acre campus, and job requires most of time to be on feet

JOB DESCRIPTION

- The Lunchroom Manager is responsible to work with the Principals and Managing Director to help students and staff members have a clean and inviting lunchroom/breakroom environment to enjoy their lunch. This includes coordinating establishing processes/procedures for Lunchroom staff, Lunchroom rules/etiquette for students, managing vendors, coordinating orders/deliveries, responding to parent inquiries and ensuring that all revenue to channels are maximized to support school.

REPORTS TO

- Director

RESPONSIBILITIES

- Create/send parent communication protocols including instructions for how to utilize lunch vendor using appropriate communication channels
- Monitor staff progress, hold them accountable and coach them as necessary
- Develops and owns vendor relationships (ex. My Hot Lunchbox, Coke (for LR), Blue Bunny)
- Produce a workable schedule for lunchroom staff, and ensure substitutes are arranged when necessary
- Provide training for lunchroom staff and substitutes, when needed
- Work with the principals to establish a safe and welcoming environment for all students
- Contribute to a healthy work environment by arriving on time, sharing ideas, exhibiting a “whatever it takes” attitude, and addressing potential conflict in a biblical manner.
- Create raving fans in parents by responding to requests/questions from parents within 24-hours of receipt, participating in Open House, Launch and other special programs
- Maintain a state of cleanliness, attractiveness of the Lunchroom spaces and grounds. This includes, but is not limited to, the daily, weekly, and monthly requirements to maintain the expected state such as daily cleaning, maintenance of carpets and flooring, counters, coolers, vending, ice machines, etc.
- Maintain calm, peace and control during Lunch sessions
- Maintain inventory, stock and re-stock all products (vending, counter and teacher break spaces)
- Use FACTS cash register and Square for purchases
- Procure, disperse all items needed to support school
- Ensuring ordered lunches are properly distributed
- Ensuring all laundry is clean, ready for the next day
- Adapts well to change and ensures lunch runs smoothly and efficiently
- Communicates professionally and positivity with staff and students
- Manage profitability of lunchroom