



## Job Description: Hot Lunch Server



**General Description:** Ensure that the hot lunch service at ML reflects excellence. Set up and serve nutritious and teenager-friendly meals. Ensure the kitchen is clean before leaving. Be a partner with the Food Service Coordinator and Principal so that Christ-centered learning remains the focus at ML during meal service. Supervise volunteers and students that assist with meal service. The Hot Lunch Server does not have direct responsibility to draft budgets, hire personnel, or approve volunteers, but he/she can notify the Principal so that he can get the support that is needed.

### Qualifications:

The hot lunch server will:

1. Demonstrate a love for our Titan family and Christian education.
2. Be able to effectively communicate in a calm Christian way with students and staff.
3. Display a pleasant attitude and a cooperative spirit to support the daily operations of the school.
4. Have experience and training in safe food handling.
5. Have received first aid/CPR/AED/BBP/concussion training, or be willing to do so.
6. Be an active member of the WELS or is supportive and understanding of the MLHS mission.

### Duties:

The hot lunch server will be responsible to:

1. Supervise
  - a. Volunteers and students at the school building.
2. Communicate
  - a. Notify the food service coordinator of any food, paper, or cleaning product needs.
  - b. Notify the Principal to resolve building or equipment maintenance issues.
  - c. Talk to hot lunch volunteers and Blossomland Learning Center (if using) to make sure everyone understands their role for the day.
  - d. Stay informed of the High School schedule and activities that might impact the food service times. Relay any schedule changes via text/email to the volunteers that work that day.
3. Notate
  - a. The paper order sheets for meals that have been received, candy/beverages ordered, absent students, and student/staff helpers.
  - b. (if needed) Ring the orders into EZ School Apps, and perform a quick audit to make sure the paper matches the digital record.
4. Serve Food
  - a. Prep and set up salad bar, fruit, and any needed condiments for the meal.
  - b. Cook hot lunch meal (or serve pre-made meal) during the school year.
  - c. Clean up salad bar, kitchen (see checklist), and microwaves (at least weekly).
  - d. Set out candy/chips and put away after lunch service.
5. Compliance/Safety
  - a. Regularly monitors kitchen processes and equipment for food safety and personal safety.
6. Cleaning
  - a. Wipe down all counters and kitchen surfaces that were used.
  - b. Empty kitchen trash at the end of lunch service.
  - c. Wash and put away kitchen dishes and lunch trays.
  - d. Maintain a process of regular cleaning of the kitchen and kitchen equipment, working with the school custodians as needed.

7. Financial
  - a. Work together with Administrative Support to ensure meals and candy are rung up correctly in EZ School Apps.
8. Emergencies
  - a. Follow written procedures for all emergency drills or real emergencies.

**Reports to:** Food Service Coordinator (menu/supply needs) and Principal (hot lunch operations)

**Supervises:** Volunteers, Students

**Key Relationships:** Food Service Coordinator, Volunteers, Students, School Secretary

**Pay Matrix Column:** B

**Estimated Hours:** This position is 3-4 hours per lunch during the school year, depending on the meal. There are also a few summer training hours prior to school start. The hot lunch server will be under the direct supervision of the Food Service Coordinator and Principal of MLHS.

**Term of Service:** Reviewed each school year.

Approved by the Board of Directors of Michigan Lutheran High School on