

Food Service Coordinator Position



Job Description: Food Service Coordinator	Start Date: August 26th, 2024	Salary: \$25-\$30/Hr.
FLSA Status: Non-Exempt (Part Time, hourly)	Hours: 6:30am - 12:30pm M-F	Supervisor: Director of Operations

Three Rivers Montessori is looking for a part-time **Food Service Coordinator to support our breakfast and lunch program.** We are a public tuition-free elementary school serving K-6th grade students from Elk River and the surrounding communities. We are looking for a dedicated and passionate individual to support our mission of “Empowering students to reach their full potential through authentic Montessori learning.”

This part-time position offers flexibility as it only requires a 5 hour commitment each school day with non-school days and breaks off. Employees are paid twice monthly on the 15th and last day of the month.

We believe equal opportunity is extremely important and every employee and student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every individual has the opportunity to flourish.

Summary of Position

Three Rivers Montessori’s Food Service Coordinator is an instrumental asset to the operational success of our school. To be effective, you will need to manage multiple tasks while collaborating with the Director of Operations and efficiently managing the functions of the prep kitchen and our catering partners. Our team members are passionate about Montessori and providing an authentic experience for their students. We advance your abilities by providing on-site and online training as needed. Food Service staff are essential to our team, and we cultivate a culture where we all learn and grow together.

Food Service Coordinator Position



Job Duties

- Monitor the intake of catered breakfast and lunches received daily.
- Complete temperature logs to maintain safety and compliance.
- Preps breakfast and lunch upon arrival from the food service vendor and serves to classrooms on a prompt schedule.
- Comply with any and all state regulations regarding meal counts for students as well as participate in necessary initial or ongoing trainings.
- Comply with all sanitary measures concerning food preparation and cleanup.
- Places food/milk orders, tracking of inventory and minimized waste.
- Send out menu and order forms monthly to families.
- Compile and submit monthly CliCs reports to MDE.
- Complete required record keeping and generate monthly reports.
- Responsible for the cleanliness of the entire kitchen space.
- Maintain a kind and flexible manner while performing duties and/or assisting in classrooms.

Minimum Qualifications

- High school diploma
- Two years of food service or management experience preferred

Application Process

Three Rivers Montessori utilizes the online Applicant Tracking System. To apply, please visit: <https://www.applitrack.com/threeriversmontessori/onlineapp/>

Visit <https://threeriversmontessori.org/employment> for application information and open position postings.

Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.