

LOGOS ACADEMY JOB DESCRIPTION
Created: 10/8/2014 tlr Revised: 10/23/2020 ljk

Title: Breakfast Coordinator (Non-Exempt, 10-month, Part-Time, Regular, No Stipend)

Reports To: Food Service Manager

Minimum Requirements

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded, and classically trained
- Commitment to advancing the mission of Logos Academy through hard work, innovation, and partnership with the Advancement Department, and in good stewardship of all resources
- Physically able to lift up to 25 pounds and stand for long periods of time
- Previous food service or food preparation skills are preferred
- Basic knife skills, slicing, dicing
- Basic understanding of measuring and portioning food
- General math and computer skills required
- Willingness to learn new kitchen skills
- Shows accountability and reliability
- Willingness to be a team player and remain flexible

Major Responsibilities

1. Coffee service to the front office

2. Breakfast Service

- a. Breakfast item set up
- b. Ensure that a sufficient supply of breakfast items and needed supplies (napkin spoon etc) have been prepared for breakfast of Grades 1-8 (grab & go in the dining hall) and Grades 9-12 (grab and go mid-morning) and Kindergarten (in classroom service).
- c. Ensure you have up to date allergy information on each student and clearly label prepared items
- d. Ensure proper counting of students who receive a breakfast, per NSLP guidelines

3. Lunch service and kitchen cleanliness

- a. Wipe down and sanitize work tables when not in use
- b. Wash dishes and items at 3-sink area
- c. Use of commercial dishwasher
- d. Put away dishes that have been air-dried (after mopping)
- e. Ensure that the 3-sink area is clean and wiped down when not in use
- f. Assist in lunch service as directed by Head Cook

4. Assist in cleanliness of Dining Hall, as needed

- a. Sweep, mop, or vacuum the dining area
- b. Clean up spills as needed
- c. Properly wipe tables and chairs after student foodservice

5. Follow ServSafe mandatory guidelines

- a. Personal compliance for food safety and hygiene
- b. Dish and Utensil Sanitation
- c. General Kitchen Sanitation
- d. Responsible for record keeping of daily temperatures of kitchen equipment.

6. Maintain professionalism while servicing students and interacting with co-workers

- a. Show flexibility with the needs of the foodservice department