



Human Resources; Position Description	TA.HR.PD-04
Lunch Director	R0; 9/24

Objective: To be a Christ-like servant by overseeing and preparing lunches for Trinity Academy students while ensuring the kitchen is kept clean, compliant with health regulations, and fostering a safe, welcoming environment that reflects the mission of Trinity Academy.

Reports to: Trinity Academy Administrator and Administrative Assistant

Status: Part-time (2 days per week, with potential to expand to 3 days), Academic Year

Salary Range: Negotiated; reviewed annually

Overview: Trinity Academy is seeking an individual whose life reflects Christ and who is committed to upholding the mission of the school. The ideal candidate will be responsible for planning and preparing meals, maintaining cleanliness, ensuring compliance with health codes, and handling food procurement. This role requires strong organizational skills, independence, and a heart for serving others in a small-school environment.

- Requirements:** The following are generally baseline requirements of the position:
- Active in fellowship and corporate worship with a local body of believers.
 - Adhere to Trinity Academy’s Statement of Faith and published core values.
 - Excellent time management skills and the ability to prioritize work.
 - Attention to detail and problem solving skills.
 - Valid food manager’s license (or willingness to obtain one).
 - Knowledge of Google Docs and Spreadsheets (or willingness to be trained).
 - Demonstrates strong financial responsibility and integrity in managing resources, including the appropriate use of the school’s funds and debit card for purchasing supplies.
 - Strong organizational and time management skills to ensure tasks are completed efficiently and on time.
 - Ability to work independently with minimal supervision.
 - Physical ability to lift up to 30 lbs and manage the physical demands of a kitchen environment.

1.0 Food Preparation & Menu Planning

- Plan and prepare nutritious and appealing lunches for students twice a week, with the option to expand to three days.
- Develop and record a menu that aligns with school and student needs, considering dietary restrictions and preferences.

2.0 Kitchen Maintenance & Cleanliness

- Maintain the cleanliness and organization of the kitchen, ensuring compliance with health department regulations and preparation for inspections.
- Ensure proper storage of food, monitoring expiration dates and food safety protocols.

3.0 Procurement & Inventory Management

- Order, purchase, and pick up all food and supplies needed for the week’s lunches.
- Manage inventory to avoid shortages or waste and keep the kitchen well-stocked.

Approved By: _____
signature print name/title date



4.0 Health & Safety Compliance

- Hold and maintain a valid food manager's license.
- Ensure that all kitchen operations meet local and state health inspection standards.

5.0 Collaboration & Communication

- Communicate with school administration and staff regarding menu updates, dietary needs, and scheduling.
- Work with the administration to manage the lunch program's budget and make adjustments as needed.

Event-Specific Meal Planning:

In addition to regular weekly lunch responsibilities, the lunch director may be called upon to prepare special meals for school-wide events such as Grandparents' Day, co-teacher training sessions, and other community gatherings. These events offer an opportunity to foster fellowship and serve the broader school community, ensuring that attendees are nourished in both body and spirit.

Special Event Lunch Planning Responsibilities:

- **Coordinate with School Administration:** Communicate with the Trinity Academy Administrator and Administrative Assistant to plan menus and logistics for special events.
- **Menu Flexibility:** Adjust the regular menu to accommodate larger crowds, special dietary needs, or themed meals based on the event (e.g., Grandparents' Day may require a more traditional or home-cooked style meal).
- **Budget Oversight:** Collaborate with the administration to ensure meals for special events are planned within the lunch program's budget.
- **Time Management:** Organize food preparation to meet event deadlines, ensuring meals are ready and served on time.
- **Collaboration:** Work closely with volunteers or staff who may assist in food service during these events.

By overseeing meals for key school events, the lunch director contributes not only to the smooth operation of the school day but also to building a welcoming and Christ-centered atmosphere for the extended school community.

Trinity Academy does not discriminate against applicants and employees on the basis of race, color, gender, or national/ethnic origin. The purpose of this job description is to describe the essential functions and major responsibilities/tasks of this position so that the person filling the position knows what is expected. It also provides information useful in recruitment, training, and performance appraisal. This document does not create an employment agreement nor modify the at-will employment status of an employee. This job description is not meant to inhibit employee creativity or innovation.