



WESTLAKE CHRISTIAN ACADEMY

FOOD SERVICES SUPERVISOR

GRAYSLAKE, ILLINOIS | WESTLAKECHRISTIANACADEMY.ORG | INFO@WESTLAKECHRISTIANACADEMY.ORG

DESCRIPTION

Supervise food services for three lunch shifts. Note: Westlake does not have a hot lunch program.

QUALIFICATIONS

- Maintain a Food Handler Certificate & Health License (WCA will pay cost of training)
- Dependable, work independently
- Friendly, courteous
- Can handle details
- Able to multi-task
- All general qualifications for faculty/staff

RESPONSIBILITIES

Cafeteria Facility

- Maintain cleanliness of the lunchroom in accordance with health regulations
- Maintain cleanliness of kitchen area and appliances in accordance with health regulations
- Be prepared for unscheduled site visits from Illinois Department of Health
- Keep track of kitchen supplies (plates, utensils, etc.) and order as needed.

Coordinate Lunch Program

- Serve milk to students who have signed up for the milk program. Track milk sales and manage student milk account. Inform receptionist if milk cards need to be ordered for families.

ACCOUNTABILITY

- Answer directly to the Office Manager.
- Be evaluated annually by the Office Manager.

HOURS, HOLIDAYS, VACATION

- The Food Services Supervisor is a non-exempt, hourly, part-time position which carries the expectation of about three hours work per day from 10:30am - 1:30pm, Monday through Friday.
- Pay rate is \$17 per hour.
- This position runs during the school year whenever there is a school lunch served.
- Benefits Summary, as per the Part Time Benefit Summary Sheet.

SCHOOL PROFILE

- Preschool-12th Grade
- Enrollment: 265
- Founded 1972
- Accredited by ACSI
- Regional accreditation by Cognia
- Recognized by Illinois State Board of Education

Continued



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RESPONSIBILITIES (CONT'D)

Coordinate Lunch Program (Cont'd)

- Sell concessions to 4th to 6th grade and all secondary school (7th-12th).
- Prepare simple sandwiches for students who forget their lunch.
- Monitor vending machine items and inform receptionist of items that need ordering.
- Clean and sanitize cafeteria tables, kitchen work table, counter and sinks
- Supervise three lunch periods and clean tables between groups.
- After lunch clean cafeteria:
 - clean and sanitize tables
 - sweep cafeteria floor
 - clean and sanitize microwaves
 - clean and sanitize kitchen
- Communicate with milk provider regarding milk ordering and scheduled, non-school days.

Hot Dog Lunches

- Work in conjunction with office manager and communications coordinator to prepare hot dog lunches for occasional fundraisers. Order and pick up food; prepare lunch bags for all students; work with volunteers; cook hot dogs, assist students with food allergies, etc

Miscellaneous

- Other duties as assigned.