



LITITZ CHRISTIAN EARLY LEARNING CENTER

Position: Early Learning Center Lunch Coordinator West Campus

Department(s): Early Learning

Reports to Early Learning Center Director

SUMMARY -Lititz Christian Early Learning Center is excited to invite you to join our team as a Part-Time Lunch Coordinator at our new second campus in Mount Joy/Marietta. This is an exciting time as we expand our Early Learning Center, and we are looking for a passionate, dedicated, and responsible individual to help us establish this new campus and provide high-quality meals for our students. As a Lunch Coordinator, you will play a vital role in ensuring that all children receive nutritious and balanced meals. You will be responsible for planning and preparing snacks and lunches for the center while maintaining a clean, organized, and safe kitchen environment. This position is part-time and offers an opportunity to be a part of the exciting launch of this new center. The ideal candidate will have a heart for serving children and a deep commitment to our mission.

ROLES AND RESPONSIBILITIES

- Plan and prepare nutritious snacks and lunches for children in the Early Learning Center.
- Ensure that all meals comply with health and safety standards.
- Maintain a clean and organized kitchen, including proper storage of food, cleaning of kitchen equipment, and compliance with sanitation regulations.
- Collaborate with the Early Learning Center Director and staff to ensure that all food allergies and dietary restrictions are accounted for.
- Serve meals to children in a timely and safe manner, ensuring appropriate portion sizes.
- Support a warm, nurturing, and positive environment during meal times, promoting positive behavior and social interaction.
- Follow all food safety protocols, including proper food handling, storage, and preparation.
- Report any safety concerns or needed kitchen maintenance to the Early Learning Center Director.
- Demonstrate a commitment to the mission of Lititz Christian Early Learning Center

Requirements



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- Experience in food preparation or kitchen management preferred.
- Safe-serve certified or willing to become safe-serve certified.
- Ability to work independently, manage time effectively, and follow detailed instructions.
- Passionate about working with young children and supporting their well-being.
- Strong communication skills and ability to work collaboratively with other staff members.
- A heart for service and a commitment to the mission of Lititz Christian Early Learning Center.