**www.grace-connect.org**

**Job Title: School Lunch Administrator**

**Location: Kenwood Campus**

**Operational Mgr.: Principal**

**Functional Mgr.: Same**

**FLSA Status: Non-Exempt**

**Issue Date Dec. 11, 2017**  **Updated: Sept. 1, 2019**

**JOB OBJECTIVES**

Under the direct supervision of the Principal, this professional position has responsibility for the effective and timely administration of the National School Lunch Program provided by the Department of Public Instruction that will support and benefit the staff and students of Grace Lutheran School. This program is complex in nature and driven by deadlines, reviews, and assessments. The position holder must have excellent organizational skills, attention to detail, and exhibit independent judgment to plan, prioritize, and organize a diversified workload. In addition to submitting forms, maintaining appropriate records, and ensuring compliance with program requirements, the position is expected to attend meetings, conferences, and training necessary to remain current with changes and updates to the program. This position also answers non-routine correspondence and will be exposed to sensitive and confidential information. This position will be responsible to be a positive role model, lead with Christian values when dealing with staff, students, parents, vendors, and government agencies. The position holder must be able to effectively communicate, maintain confidentiality by using good judgment, be open-minded and tolerant, sensitive to the needs of others, and demonstrate a positive Christian attitude while serving as a disciple of Jesus.

**JOB DIMENSIONS/PARAMETERS**

Each interaction must be handled in a safe and quality conscious manner and in a way that positively spreads our organizations reputation and supports our mission; “*a family growing in Christ while reaching out in love.*” Working safely, using good judgment, and following all of Grace Lutheran’s policies and procedures, are required. Immediately report any unsafe situation or condition to the Principal. This position holder has an individual responsibility and accountability to Grace Lutheran Ministries for maintaining all accreditations and certifications and for actively participating in Grace-sponsored conferences and workshops as well as attend faculty meetings. The position holder will uphold the vision, mission, and values of Grace and align themselves with Grace’s theological, moral, and ethical stance as defined by the Employee Policy Manual.

**ESSENTIAL RESPONSIBILITIES AND TASKS**– *This list of responsibilities is not all inclusive and may be extended to include other duties and responsibilities as management may deem necessary. All tasks assigned should be fulfilled in accordance with Grace’s purpose and established policies.*

1. Oversee and ensure compliance with federal, state and local guidelines for the National School Lunch Program (NSLP).
2. Maintain necessary files and records for the program.
3. Act as liaison between lunch vendors, department staff at DPI, families, staff, and students regarding various funding programs.
4. Ensure all relevant staff remains current with training requirements of the program.
5. Ensure all households receive applications and information on program eligibility requirements and benefits.
6. Administer programs by approving or denying applications based on eligibility requirements and conducting proper verifications.
7. Ensure that the civil rights of students are protected and preserved.
8. In conjunction with admin staff, conduct monthly claims submissions and verify lunch counts for NSLP.
9. Responsible for submitting all necessary contracts, applications and reports as required by the Program by the established deadlines.
10. In collaboration with the school administrative staff and Business Manager prepare and assist auditors conducting financial or program audits as required or requested by DPI agencies.
11. Stay current with legislative changes that might positively or negatively impact DPI funding with regard to parochial schools.

**EMPOWERMENTS**

* This position has no direct supervisory responsibilities.
* This position is expected to contribute by identifying and resolving potential issues or by elevating the issue to their Manager.

**QUALIFICATIONS***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

***The position holder must:***

1. Have a high school diploma and at least one year of relevant experience in school nutrition.
2. Demonstrate proficient technical skills in Microsoft Office products and various government program reporting sites.
3. Meet professional staff qualifications.
4. Participate in continuing education opportunities as required and fulfil state and federal training requirements.
5. Successful completion of CPR certification is highly encouraged.

***The position holder should possess personal qualities of:***

1. Demonstrate character of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and in compliance with ministry policy.
3. Respectfully submit and be loyal to constituted authority.
4. Understand the need for confidentiality at all times and in all communications.
5. Good communication skills, both oral and written.
6. Ability to perform in an efficient, accurate, and thorough manner. Problem solving using good judgment.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This is largely a sedentary role. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and be able to navigate flights of stairs; talk and hear.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

This position operates in a professional Christian ministry environment. This role routinely uses standard office equipment such as computers, phones, copiers, fax machines, and collating equipment.

The noise level in the work environment is usually moderate.

**HOURS**

This position is a part-time position. Average working hours are 20 a week.

Approvals:

Senior Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Acknowledgment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee acknowledges that the above statements reflect the general details necessary to describe the essential functions and duties of the position, and shall not be construed as detailed description of all the work requirements that may be inherent of the position.*