

WE ARE HIRING

FOOD SERVICE COORDINATOR

✓ The **Food Service Coordinator** oversees the daily operation of our food service program, ensuring the preparation and service of nutritious meals while maintaining compliance with all regulations and supporting the mission and values of Catholic education.

✓ **Qualifications:**

- Experience in food service, cafeteria management, or a related field.
- Organized, dependable, and able to work independently while leading a positive team environment.
- Knowledge of food safety and sanitation; ServSafe or Food Manager Certification preferred.
- Physically able to lift up to 50 lbs. and perform the daily demands of a busy school kitchen.

✓ **Compensation & Benefits:** Salary and benefits are commensurate with experience, qualifications and assigned hours.

✓ **Apply:** Submit a letter of interest and resume to **stbernards@stbernardstrf.com**



Food Service Coordinator Job Description

Food Service Coordinator

Position Title: Food Service Coordinator

Location: St. Bernard's Catholic School, Thief River Falls, MN

Reports To: Principal

Classification: Part-Time

Start Date: Open Until Filled

Position Summary

St. Bernard's Catholic School is seeking a dedicated, organized, and service-minded Food Service Coordinator to oversee the daily operation of the school's food service program. The Food Service Coordinator ensures the preparation, service, and administration of nutritious meals while maintaining compliance with all state and federal regulations and supporting the mission and values of Catholic education.

The successful candidate will foster a welcoming dining environment for students and staff, demonstrate strong organizational skills, and promote healthy eating habits through efficient and professional food service operations.

Essential Duties and Responsibilities

Food Service Operations

- Coordinate and oversee daily meal service for students and staff.
- Plan, prepare, and serve nutritious meals in accordance with applicable nutrition standards and guidelines.
- Maintain food quality, portion control, and presentation standards.
- Ensure safe food handling, sanitation, and storage procedures are followed at all times.
- Monitor kitchen cleanliness and maintain compliance with health and safety regulations.
- Order food, supplies, and equipment as needed while monitoring inventory levels.
- Receive and inspect deliveries for quality and accuracy.

Program Administration

- Maintain records required for school nutrition programs and regulatory compliance.
- Process meal counts, claims, reports, and related documentation.
- Monitor food service budgets and work to minimize waste and control costs.
- Coordinate with vendors and suppliers regarding product availability and pricing.
- Participate in audits and inspections as required.

Leadership and Collaboration

- Supervise and support food service staff and volunteers, when applicable.
- Collaborate with school administration regarding menus, special events, and program needs.
- Communicate effectively with students, families, faculty, and staff.
- Accommodate dietary restrictions and food allergies in accordance with school policies and medical documentation.

Mission Support

- Support and uphold the mission, philosophy, and values of St. Bernard's Catholic School.
- Foster an environment of hospitality, respect, and Christian service.
- Serve as a positive role model for students.

Qualifications

Required

- High school diploma or equivalent.
- Experience in food service, cafeteria management, commercial kitchen operations, or related field.
- Knowledge of food safety and sanitation practices.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively.
- Ability to lift up to 50 pounds and perform physical tasks associated with food preparation and service.

Preferred

- Food Manager Certification or ServSafe Certification.
- Experience with school nutrition programs.
- Experience ordering food and managing inventory.
- Supervisory experience.
- Familiarity with Minnesota Department of Education school nutrition requirements.

Physical Requirements

- Standing and walking for extended periods.
- Frequent lifting, carrying, bending, reaching, and repetitive motion.
- Ability to work in kitchen environments with varying temperatures.
- Ability to safely operate kitchen equipment.

Compensation and Benefits

- Salary and benefits are commensurate with experience, qualifications, and assigned hours.
- Background Check
- Employment is contingent upon successful completion of required background checks and compliance with policies of the Diocese and St. Bernard's Catholic School.

About St. Bernard's Catholic School

St. Bernard's Catholic School partners with families to provide an excellent academic education rooted in the teachings of Jesus Christ and the traditions of the Catholic faith. Our school community is committed to fostering the spiritual, intellectual, social, and emotional growth of every student.

Application Process

Interested candidates should email to stbernards@stbernardstrf.com:

- Letter of Interest
- Resume

Applications will be accepted until the position is filled.

St. Bernard's Catholic School is an equal opportunity employer and welcomes candidates who support the mission and values of Catholic education.