



Lunch Service Assistant Employment Opportunity

Job Title: Lunch Service Assistant
Reports To: Lunch Service Supervisor
Prepared Date: 05.2023

Position Overview

Open Door Christian Schools is seeking a part-time Lunch Service Assistant for the 2023-2024 school year who will be responsible for assisting the Lunch Service Supervisor in operating the School's lunchroom service. The Lunch Service Assistant will be an Evangelical Christian who embraces the mission of the School, which is to equip disciples through exemplary education.

Type of Position

The Lunch Service Assistant position is a part-time, nonexempt position that is paid an hourly rate.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds, at minimum, a high school diploma.
- Promotes a positive attitude about the School, its lunch program, and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Assists in preparing and serving meals.
- Assists in minimizing the amount of overproduction of food.
- Assists in maintaining food and beverage inventory in an organized manner.
- Assists in properly cleaning and sanitizing all items used to cook, prepare and serve food.
- Assists in ensuring the kitchen and serving areas are left in a cleaned and organized manner at the conclusion of each day.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter, resume and the Non-Certified Application (which may be found at odcs.org under "About" and then "Career Opportunities") to:

Jayson Bendik, Director of Policy & Operations
jayson.bendik@odcs.org