



GRACE BRETHREN S C H O O L S

JOB DESCRIPTION: ELEMENTARY CAFETERIA

INFORMATION			
Job Title:	Elementary Cafeteria Manager	Wkly. Hrs./Weeks:	30hrs Aug-May
		Pay Grade:	
Department:	Elementary	Classification	
Reports To:	Principal	Effective Date:	8/1/2022

SUMMARY
The Cafeteria Manager is an administrative position overseeing the ordering and distributions of lunches for students on the elementary campus.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">• Oversee the scheduling, ordering and distribution of student lunches• Schedule monthly hot lunch calendar• Manage lunch orders and communicate with teachers daily who has ordered lunch• Build and maintain the online order form for hot lunches• Print and post monthly menus• Place orders from vendors for lunches and purchase beverages and additional snack items• Submit billing for campus programs and receipt reimbursement to the Business Office (PO/Check requests/Petty Cash/Expense Reporting)• Track and maintain records of orders

COMPETENCIES
<ul style="list-style-type: none">• Ability to work collaboratively with other staff in the school• The ability to utilize online forms and manage student orders, IOU etc.• Foster relationships with local restaurants to provide lunches for students• Efficient written and verbal communication skills• Proficient computer and budgeting skills• Models and promotes a biblical view of vocation• Commitment to personal and professional growth development

QUALIFICATIONS
<ul style="list-style-type: none">• Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities.• Functioning member of a local church.• Disposition that is professional and personable• Basic mathematics and accounting knowledge is necessary• Effective computer proficiency• Excellent oral and written command of the English language• Ability to compose, proofread and edit correspondence• Possess excellent organizational skills• Exercise confidentiality, good judgment and discernment• Service oriented and able to interface with many people is mandatory• Ability to multitask in an environment with many distractions is a must

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

Office of Administration, Human Resources
2762 Avenida Simi • Simi Valley, California • 93065
hr@gracebrethren.com 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.