



COLE VALLEY
CHRISTIAN SCHOOLS

Lunch Program Coordinator

Elementary Campus

Our Mission: Partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Jesus Christ.

Cole Valley Christian is seeking God's wisdom in finding a dynamic, spiritually gifted individual with a love for the Lord Jesus, and a desire to serve Him as part of a unified Christian school faculty and staff that revels in the opportunity to share God's Truth in all we teach and do. We desire to strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking someone who first and foremost has a strong relationship with Christ that is evidenced in all aspects of their life.

Job Responsibilities

- Will research, implement and manage lunch program system, including technology platform, communication, troubleshooting and day-to-day operations.
- Procures all perishable and non-perishable supplies needed for lunch program.
- Collaborates with principal to manage lunch program budget each fiscal year.
- Organizes all volunteers who serve throughout the school year.
- Negotiates prices and selection of outside vendors.
- Places orders to outside vendors for lunch.
- Daily set-up and clean-up of kitchen.
- Coordinates with Middle and High School Lunch Program Manager for consistency and economies of scale.

Qualities and qualifications:

- A strong testimony of faith in Jesus Christ and evidence of faith in action.
- Desire to invest in and disciple students in their relationship with the Lord.
- Evidence of a teachable heart, humility, and a gentle spirit.
- An ability to "correct, rebuke, and encourage" in love. Maintain procedures and boundaries while pursuing relationships.
- Excellent communication skills as well as relational skills in serving students and working with adults.
- Problem-solving skills and resourcefulness.
- A strong desire and demonstrated ability to work as a member of a team.
- A unifier who "makes every effort to keep the unity of the Spirit through the bond of peace" while working with others to accomplish our mission.
- Cheerful and positive attitude.
- Excellent planning skills, be highly organized and detail oriented, able to manage multiple projects simultaneously and able to adapt to changing environments and priorities.
- Be a self-starter with the ability to work productively and meet goals in a timely fashion.

Education and Experience:

- High school diploma or equivalent required.

Job Data:

- Hours: Part-time, 25 hours per week, Monday – Friday.
- Salary: Starts at \$12.77 per hour. Actual starting salary is dependent on experience.
- Benefits: Not eligible.
- Tuition Discount: 25% discount on tuition. Does not include fees.

To apply, please submit the following:

- Cover letter
- Resume
- Completed [General](#) employment application. The application can be found on the CVCS website under About CVCS / Employment / Apply Now.

Send all application materials to Tabitha Epler at HR@cvcsonline.org or 200 E. Carlton Avenue, Meridian, ID 83642.

3/29/2023