



ARCHDIOCESE
OF PORTLAND IN
OREGON

Department of Catholic Schools Job Posting

Position title: **Lunch Program Coordinator**

Job Submitted: 4/9/2018 1:32:00 PM

Principal or Contact Person: **Sue Harris, Principal**

School Name: **St. Cecilia School**

Address: **12250 SW 5th Street**

City, State, Zip: **Beaverton OR 97005**

Contact email: **sharris@stceciliaschool.us**

Contact Phone: **503-644-2619**

Position title: **Lunch Program Coordinator**

Position Start Date: **8/27/2018**

Catholic required/preferred: **Catholic preferred**

Full or Part-time: **Part-time**

Does this position require a teaching license? **No**

Grade(s): **Other**

Subjects: **Not applicable (non-teaching position)**

Closing date: **Until Filled**

Please send cover letter and resume directly to Sue Harris at sharris@stceciliaschool.us.

NOTE: This is a 25 hour/week position and includes oversight of our daily Hot Lunch & Salad Bar program. Candidate must be able to plan menus and prepare meals for three student lunch shifts, handle all aspects of working within a fully-outfitted kitchen, collaborate with and supervise a part-time assistant and be comfortable with using technology for our on-line lunch ordering system. Position does not include benefits.