



ARCHDIOCESE
OF PORTLAND IN
OREGON

Department of Catholic Schools Job Posting

Position title: **Lunch Coordinator**

Job Submitted: 4/12/2018

Principal or Contact Person: **Shirley Gray**

School Name: **St. James Catholic School**

Address: **206 NE Kirby St**

City, State, Zip: **Mcminnville OR 97128**

Contact email: **principal@stjamesmac.com**

Contact Phone: **503-472-2661**

Position title: **Lunch Coordinator**

Position Start Date: **5/14/2018**

Catholic required/preferred: **Catholic preferred**

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

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

Closing date: **4/30/2018**

The lunch program coordinator must be able to plan menus in compliance with USDA free and reduced lunch requirements, order supplies, supervise volunteer and student assistants, maintain full kitchen to meet inspection requirements. This is a 20 hour/week position and not eligible for benefits. Training with current coordinator to take place early May with candidate assuming responsibilities to finish school year and then continuing in September.

To apply: Submit letter of interest and resume to principal, Shirley Gray.