



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Lunch Coordinator**

**Opening Date:** April 12, 2018

**Closing Date:** April 30, 2018

**Position Start Date:** May 14, 2018

**Location of Job:** St. James Catholic School

**Location Address:** 206 NE Kirby Street. McMinnville, OR 97128

**Position:** Part Time, 20 hours / week

### **Job Duties:**

1. Plan menus in compliance with USDA free and reduced lunch requirements
2. Order supplies
3. Supervise volunteer and student assistants
4. Maintain full kitchen to meet inspection requirements

### **Skills / Education:**

1. Catholic preferred
2. 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 at [principal@stjamesmac.com](mailto:principal@stjamesmac.com) or 503-472-2661.**