



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Lunch Program Coordinator

Opening Date: April 9, 2018

Location of Job: St. Cecilia School

Location Address: 12250 SW 5th Street, Beaverton, OR 97005

Position: Part Time, to start August 27, 2018

Position Status: Open until filled

Position Summary: This is a 25 hour/week position

Job Duties:

1. Oversee our daily hot lunch and salad bar program
2. Plan menus and prepare meals for three student lunch shifts
3. Handle all aspects of working within a fully-outfitted kitchen
4. Collaborate with and supervise a part-time assistant

Skills / Education:

1. Must be comfortable using technology for our online lunch ordering system
2. Preferred practicing Catholic

Please send cover letter and resume directly to Sue Harris, Principal at:
sharris@stceciliaschool.us or call 503-644-2619