

Hot Lunch Program Coordinator – Our Saviour School & Routt Catholic High School

Our Saviour School and Routt Catholic High School are seeking a **Hot Lunch Program Coordinator** to lead the daily operations of our cafeteria. This individual will serve as the **Cafeteria Supervisor**, responsible for staff oversight, preparation of ISBE-approved menus, and maintaining a safe, sanitary, and well-organized food service environment that complies with all state and local regulations.

Key Responsibilities:

- Supervise cafeteria staff and ensure efficient daily operations
- Plan and prepare menus that meet ISBE nutritional guidelines
- Maintain a clean, safe, and health-compliant kitchen and cafeteria
- Monitor inventory and manage food supply orders
- Uphold all local and state food service regulations

Requirements:

- Ability to occasionally lift 20–50 pounds
- Possess or obtain a Food Service and Sanitation License by **August 1**
- Basic technology/computer skills
- High school diploma
- Previous experience in cafeteria or similar food service environment (preferred)

Salary/Benefits Include:

- Salary range \$17-\$20 and hour
- 403(b) Retirement Plan with employer matching
- Paid Time Off (PTO)
- Medical, Dental, and Life Insurance
- Pension Plan

If you're passionate about food service and enjoy working in a faith-based, community-centered environment, we encourage you to apply. Please submit a letter of interest to Amy Evans at aevans@oss-shamrocks.com.