

## High School Canteen Coordinator

Part-time: 20-25 hrs. per week

Salary Range: \$18-\$20/hr.

Valley Christian High School in Cerritos CA is seeking a Canteen Coordinator for the 2022-2023 school year. The Canteen Coordinator will manage, coordinate, and execute all day-to-day operations of the Valley Christian High School Canteen.

### Responsibilities include:

- Open and close the canteen daily
- Demonstrate exemplary customer service and Godly character when interacting with students/customers
- Package and serve cold & hot prepared foods like salad, sandwiches, pizza, various fast foods, and snacks.
- Utilize personal judgment to assess what supplies are needed and maintain the proper stock of each item via personal shopping trips or ordering food and supplies for delivery: Inventory and Ordering
- Maintain a clean serving area by cleaning and sanitizing countertops regularly, and sweeping and mopping floors when needed
- Maintain a clean prep area by washing dishes and equipment regularly, sweeping floors, and putting away supplies when received
- Collect money for purchases and count & close cash drawer daily
- When training or utilizing student workers, set a positive tone and strong work ethic, leading & motivating by example while helping to develop Godly character in the students
- Schedule maintenance and repair of equipment
- Ensure proper coverage in the event of absence or inability to work via development of reliable substitute list
- Comply with all health and safety regulations

### Required Skill and Abilities:

- Strong Leadership Skills and Christian Character
- Profess an active relationship with Jesus and be involved in his/her local Protestant Christian church.
- 6 months experience in Customer/Client facing role
- Ability to interact with a diverse student body and comfortably and effectively
- Ability to manage and mentor students while assisting to develop their Christian character
- Strong Organizational Skills
- Knowledge of or Ability to quickly learn to use industrial kitchen equipment
- Experience Ordering and Inventorying supplies preferred
- Ability to regularly lift up to 25 lbs.
- Knowledge of and willingness to comply with current health and safety requirements and regulations

**Benefits Include:**

- 403(b) retirement plan with matching employer contributions
- Tuition Discounts & Reimbursement
- Paid Personal Days and Sick Time
- Paid holidays

**For consideration, applicants must be willing to complete a LiveScan/fingerprinting and a drug screen. Please submit resumes and inquiries to [hr@vcschools.org](mailto:hr@vcschools.org) attn: CAN0422**

**About Valley Christian Schools**

Valley Christian Schools strives for excellence in Christian education by partnering with Christian parents in meeting each individual student's needs. The school was founded in 1935 on the concept of parental involvement. Our schools are an extension of Christian family life, and we take seriously our obligation to be partners with parents in providing the best possible education for our students. Valley Christian Schools has over 1,300 students in preschool through 12th grade. We are located 25 miles south of Los Angeles near the border of Los Angeles and Orange Counties in beautiful Southern California.

*Valley Christian Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*