



Lutheran  
Campus  
Ministry  
Madison, WI

## Meal Program Coordinator

### Position Description

#### Job Information

Classification: Part-time hourly, 20 hours per week during academic session (32 weeks/year)

Regular Work Schedule: 9:00 am to 1:00 pm Monday - Friday

Compensation: \$15 per hour

Reports to: Campus Pastor & Director

#### Position Summary

The Meal Program Coordinator provides high quality, low cost meals to the University of Wisconsin community in an environment of genuine hospitality. The Meal Program Coordinator plans, cooks, and serves a daily lunch to approximately 100 students and prepares two meals per week for other activities that can be reheated and served. He or she also works with students and volunteers

#### Key Roles

Plan menus, order supplies, prepare food, & serve meals.

- Plan and cook a vegetarian entrée and one or more sides for approximately 100 students five days per week. Lunches are served Monday-Friday at noon during fall and spring semesters.
- Prepare two smaller meals each week that may be reheated for evening and weekend activities.
- Order and keep inventory of foods from Second Harvest of Southern Wisconsin and a local food wholesaler.

Administer program operations.

- Monitor the budget of the meal program
- Submit the weekly menu to the LCM office the prior Wednesday by noon
- Maintain safety and sanitation levels required by constituent partners
- Ensure that the number of participants is recorded daily
- Work with campus pastor to define roles for and oversee the work of volunteers and student staff.
- Maintain the kitchen calendar. Unless otherwise arranged, access to the kitchen is reserved for meal preparation Monday – Friday from 8am to 2pm. The kitchen may be used for other events outside of these hours with the agreement of the Campus Pastor and the Meal Program Coordinator.

#### Qualifications

Required:

- Previous experience preparing meals in institutional quantities in a cafeteria or similar setting.
- Willingness to work with students and volunteers in a welcoming and inclusive ministry setting.
- Two references from current or former employers.
- Criminal background check.

Preferred:

- ServSafe Manager Certification