Job Description:
Lunch Program Coordinator

RIVERSIDE CHRISTIAN SCHOOL
Teaching & equipping tomorrow's Christian leaders

MISSION STATEMENT
Riverside Christian School exists to provide a Bible-based education, centered on Christ, equipping students for a lifetime of learning, leadership, service, and worship.

Brief Description:
The Lunch Program Coordinator oversees the school lunch program while maintaining accurate student and household information required for the Minnesota Free School Meals Program and related state and federal requirements. This position requires strong organization, attention to detail, confidentiality, and a heart for serving students and families in a Christ-centered school environment.

Location: Riverside Christian School – East Grand Forks, MN
Employment Type: Part-Time, Contract Position (approximately 10–20 hours per week)
Reports To: Lead Principal
Schedule: Flexible schedule, with an expectation of being on-site for approximately two hours during student lunch rotations, Monday–Friday. Additional hours may be needed during enrollment and annual meal-program application periods.
Position Benefits:

- Flexible work schedule with approximately 10–20 hours per week.
- Tuition reimbursement available in accordance with school policy and eligibility requirements**.**

Qualifications

- Strong organizational and administrative skills
- Excellent attention to detail and accuracy
- Ability to maintain strict confidentiality
- Comfortable working with spreadsheets, computer systems, and data entry
- Ability to communicate professionally with students, families, and staff
- Ability to work independently and meet deadlines
- Commitment to supporting the mission and values of a Christian school
- Previous school, food service, administrative, or data-management experience preferred
- Familiarity with Minnesota school meal programs is preferred but not required

KEY RESPONSIBILITIES

Lunch Program & Student Services

- Coordinate the daily school lunch program and serve as a primary contact for students, families, staff, and food-service providers.
- Monitor daily meal counts and ensure accurate point-of-service procedures.
- Assist with menu coordination, meal-pattern requirements, food safety, sanitation, and allergen procedures.
- Communicate lunch program information and updates to families as needed.

Student Eligibility & Data Management

- Collect, review, and maintain Applications for Educational Benefits and direct certification information.
- Maintain accurate student meal eligibility and enrollment records.
- Follow up with families regarding incomplete or missing information.
- Maintain confidential student and household information in accordance with school, state, and federal requirements.
- Prepare basic reports and data for school administration.

Minnesota Free School Meals Program Compliance

- Maintain organized records required for the Minnesota Free School Meals Program and applicable federal meal programs.
- Monitor meal counts, production records, menus, and required documentation.
- Reconcile meal counts and related records monthly and assist with reimbursement
- Maintain food-safety, training, and program documentation.
- Conduct periodic internal reviews and ensure identified corrections are completed.
- Maintain records in an organized, inspection-ready format for Minnesota Department of Education or federal reviews.
- Stay informed of program requirements and assist with audits, reviews, and reporting as needed.

Christian School Mission & Wellness

As a Christian school, we believe our work is an opportunity to serve God by serving our students, families, and school community. We believe that God has entrusted our bodies to us and calls us to care for them as His creation and as instruments for His service.

The Lunch Program & Student Data Coordinator will help support a healthy school environment by promoting nutritious meals, responsible food practices, and a positive mealtime experience for students. The employee is expected to support and reflect the school's Christian mission, values, and commitment to caring for the whole child.

Miscellaneous

- All other duties assigned by the Principal

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RIVERSIDE CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inherent Word of God *(II Timothy 3:15, II Peter 1:21).*

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit *(Genesis 1:1, Matthew 28:19, John 10:30).*

We believe in the deity of Christ *(John 10:33*); His virgin birth *(Isaiah 7:14, Matthew 1:23, Luke 1:35);* His sinless life *(Hebrews 4:15, Hebrews 7:26*); His mercies *(John 2:11);* His vicarious and atoning death *(I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);* His resurrection *(John 11:25, I Corinthians 15:4*); His ascension to the right hand of God the Father *(Mark 16:19*); His present reign and His personal return in power and glory *(Acts 1:11, Revelation 19:11).*

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved *(John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).*

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto eternal death *(John 5:28-29).*

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ *(Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).*

We believe in the spiritual unity of the believers in our Lord Jesus Christ *(Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).*

We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life *(Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).*

We believe every person must be afforded compassion, love, kindness, respect, and dignity *(Mark 12:28-31; Luke 6:31; Galatians 5:22-23).*

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God *(Genesis 1:26-27).*

We believe that the term "marriage" has only one meaning: the uniting of one genetically defined man and one genetically defined woman in a single, exclusive union, as delineated in Scripture *(Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8).*

We believe God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman *(Hebrews 13:4).*

We believe any form of sexual immorality is sinful and offensive to God. *(Exodus 22:19; Leviticus 18:6-23; 20:15-19; Numbers 25:1-2; Matthew 5:27-28; Romans 1:26-27; 1 Corinthians 5:1; 6:18; 7:2; Colossians 3:5; Hebrews 13:4; 1 Peter 4:3).*

We believe in order to preserve the function and integrity of RCS as the local body of Christ, and to provide a biblical role model to RCS members and the community, it is imperative that each Christian parent, and all persons employed by RCS, or those that serve as volunteers, agree to abide by the biblical teachings on this matter *(Matthew 5:16; Philippians 2:1-16; 1 Thessalonians 5:22).*