

Kids Meal Coordinator

Each week Little Chef Productions cooks, assembles and delivers over 1,000 kids lunches to various schools in Long Island City. We are seeking an individual to oversee and execute this school lunch programming. This individual must have 2 years experience with large volume food prep and/or catering experience and be able to work independently once trained. Management and organizational skills a must. Individual must have strong organizational and communication skills that allow them to take a set of weekly orders and execute them in a consistent manner with the help of other staff members. In addition to the cooking, preparation and finishing of meals, the Kids Meal Coordinator must also possess a working knowledge of computer and administrative skills that will allow them to view orders, respond to emails and planning and navigate our Square POS once trained. All applicants must hold a current NYC Food Handlers Certification.

Responsibilities include:

- Makes sure kids meals are prepared correctly, packaged correctly, and delivered on time
- Clear and concise communication with executive chef and team
- Maintains standards to ensure meals meet DOE and DOH criteria
- Maintains inventory levels to ensure there is ample stock and it is being rotated correctly (FIFO)
- Ensures items are prepped correctly for next day to ensure a smooth daily prep schedule
- Sufficient in google suite including gmail, docs, sheets, calendar, drive
- Knowledge of square POS a plus
- Proficient in email and notes
- Ability to lift 50lb unassisted

Schedule & Pay:

- Monday to Friday 6:30am to 12:30pm (30 hours)
- Starting rate \$20-\$24 per hour, based on experience