

Parkway Christian School

Challenging Minds - Capturing Hearts - Cultivating Gifts



Job Title: Lunchroom Coordinator / PM Latchkey Aide

Location: Parkway Christian School

Reports To: Early Childhood Director

Job Overview:

The Lunchroom Coordinator/ PM Latchkey Aide provides leadership and oversight for the daily operation of the school lunch program while supporting the afternoon Latchkey program. This individual ensures a safe, orderly, Christ-centered environment for students in Kindergarten through Grade 12 during lunch and after-school hours.

The position requires supervision of students, coordination of volunteers and staff, and reinforcement of Parkway Christian School's spiritual mission and behavioral expectations.

This is a full-time, hourly position:

Monday – Friday, 10:30 a.m. – 6:15 p.m.

Job Goals:

God has commissioned Parkway Christian School to educate from a biblical perspective. The Lunchroom Coordinator / PM Latchkey Aide supports this mission by fostering a structured, respectful, and spiritually grounded environment during lunch and after-school programming.

Qualifications:

Education

- Must be at least 19 years of age
- High school diploma required
- Current enrollment or documented experience in a child-related field preferred

Experience:

- Experience working with children or in a child-related field preferred
- **Essential Knowledge, Skills & Abilities**

Skills:

- Current Infant/Child/Adult CPR and First Aid Certification (or willingness to obtain)
- Strong organization and time-management skills
- Clear and effective verbal communication
- Servant leadership mindset

Knowledge:

- Training or documented experience in a child-related field
- Understanding of age-appropriate supervision practices

Abilities:

- Ability to complete required online child-care related training
- Ability to maintain a calm demeanor in a fast-paced environment
- Ability to take direction from Administration and implement lunchroom culture expectations
- Ability to lead volunteers and staff effectively
- Ability to manage multi-age student groups in structured and unstructured settings

Spiritual Requirements

As a ministerial representative of Parkway Christian School, this position requires evidence of a personal and active relationship with Jesus Christ. Adherence to and support of Parkway Christian School's Statement of Faith, Core Values, and Spiritual Qualifications is required.

Specific Responsibilities

Lunchroom Coordination:

- Provide general oversight of the lunchroom for students in Kindergarten through 12th grade
- Lead volunteers and staff to create a well-functioning lunch and recess experience
- Maintain a structured, orderly, and pleasant lunchroom environment
- Coordinate and manage a multi-tiered lunch schedule
- Train volunteers and staff in proper student supervision both indoors and outdoors
- Communicate effectively with Administration regarding lunchroom culture and student behavior
- Address and redirect student behavior in alignment with school policies

PM Latchkey Support:

- Support the Latchkey Lead in daily operations
- Supervise and actively engage with children during:
 - Table activities
 - Homework time
 - Playtime
 - Transitions (including bathroom breaks or leaving the designated area)
- Clean and sanitize the Latchkey area daily
- Coordinate and distribute snacks in accordance with state guidelines
- Report behavioral concerns or incidents to the Early Childhood Director
- Ensure the safety and accountability of all students in care

Additional Responsibilities

- Perform other related duties as assigned by the Dean or other appropriate administrator

Employment Statement

This job description does not state or imply that these are the only duties to be performed by this employee. The Lunchroom Coordinator/ PM Latchkey Aide will be required to follow any additional instructions and perform other related duties as assigned by the appropriate administrator.

Parkway Christian School reserves the right to update, revise, or change this job description and related duties at any time.