



SUMMER MEALS COORDINATOR

Breakthrough Saint Paul is an educational program that matches diverse, motivated junior high students from Saint Paul Public Schools with talented high school and college-aged teachers. Our mission is to inspire excitement for learning, create pathways to college and promote careers in education. Breakthrough Saint Paul is looking for a part-time meals coordinator for the 2008 summer program.

Responsibilities:

- Attend district meal coordinator training in June
- Ensure proper compliance to all rules and regulations relating to the meals program
- Order healthy breakfast and lunch meals according to the federal guidelines
- Set up and take down lunch food line daily with four teacher volunteers
- Communicate with district personnel responsible for oversight
- During time when not working on meals, assist the staff with other tasks such as filing, mailings, and invitations, and events.

Qualifications:

- Responsible, organized, and attentive to details
- Excellent interpersonal and facilitation skills
- Experience working with diverse groups of people
- Ability to initiate and follow through on ideas and projects

Terms of Employment:

- Dates: June 16 – August 1
- Time Commitment: All weekday mornings from approximately 7:00 – noon.
- Compensation is a \$1,000 stipend.

To Apply:

- Email resume and cover letter to Jeff Ochs, Director of Breakthrough Saint Paul, at jochs@moundsparkacademy.org. Questions? Call 651-748-5504.
- More information can be found online at www.breakthroughsaintpaul.org.