



**Grace Christian School
Lunch Coordinator (Part-Time)
Position Description**

Last Updated: April 13, 2026

Grace Christian School (GCS) is looking for a part-time Lunch Coordinator (M-F 9:30 a.m.-12:30 p.m.) to assist students and staff by managing a food ordering database, ordering, picking up, and serving ready-made meals from local food chains to students and staff.

Fundamental Qualifications:

1. Be a professing Christian who is active in a local church,
2. Possess strong communication (written and verbal), people, organizational, and technological skills, and
3. Ability to communicate and connect with children.

GCS, founded in 1980, assists Christian parents by providing a sound academic education in a Christ-centered environment designed to prepare our young people to know God and to live in obedience to His will for their lives. We are fully accredited by the *Association of Christian Schools International (ACSI)* and *AdvancED/Southern Association of Colleges and Schools (SACS)*. Accreditation through these two organizations is in conjunction with the *Virginia Council for Private Education (VCPE)*. For more details about GCS, please visit our website (<https://www.gcswarriors.org/>).

Staunton, a city of 25,000, is located in the beautiful Shenandoah Valley. It is the principal city of the Staunton-Waynesboro Metropolitan Statistical Area (125,000 people). The city has a historic downtown filled with small shops and restaurants and a strong fine arts tradition. The area around Staunton is rural farmland and has easy access to hiking and camping, as well as access to larger cities such as Richmond and Washington, D.C.

If interested in this position, please submit a cover letter and resume to gcs@gcswarriors.org.