



JOB DESCRIPTION – Lunchroom Worker

JOB GOAL:

To perform routine manual work necessary for preparation and serving of nutritious and attractive meals in accordance with federal, state, and local regulations.

QUALIFICATIONS:

1. High School Diploma or equivalent or at least (6) six months of experience with a private food service company.
2. Experience in food service work or equivalent is preferred.

REPORTS TO:

Lunchroom Manager

SUPERVISES:

N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and ability to operate food service equipment.
2. Ability to work harmoniously with school staff, students, and fellow workers while providing friendly food service to participants.
3. Ability to understand and follow written/verbal instructions and demonstrate skill in cleanup and serving food.
4. Ability to work at a fast pace and stand for long periods of time.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Perform duties assigned by the manager.
2. Prepare and serve food using standardized recipes and clean areas and items assigned by the Manager.
3. Assist with receiving and storing food and other supplies.
4. Serve in any capacity which may be necessary.
5. Take proper care of equipment and facilities.
6. Demonstrate proper health and sanitation practices.
7. Serve on cafeteria line as assigned using proper portion control.
8. Ensure all meals meet the requirements as a reimbursable meal.
9. Operate the Point of Sale ensuring proper accounting of meals.

Inter/Intra Agency Communication Delivery

10. Communicate well with the Manager, students, staff, and administration.
11. Observe all safety rules and report any accident to the Manager.

Employee Qualities/Responsibilities

12. Work as a team leader.
13. Report to work punctually and regularly and display an appropriate work ethic.
14. Follow all school and food service policies and guidelines.
15. Continue to improve knowledge and competence relative to position.

System Support

16. Participate in ongoing in-service programs.
17. Work independently or as a team member.
18. Work cooperatively with other workers and display a pleasant attitude toward students and staff.
19. Maintain student confidentiality.
20. Follow all school and food service policies.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days, and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force as needed.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District's approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
6. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022