

Job Description

Lunch/Food Service Assistant

Employee Status: Seasonal – 9 Months

- Employee normally works 4-5 hours per day, 4 days per week usually, with consideration for administrative procedures and policies. (i.e., vacations, holidays, paid leave, etc.).

Overview

The work is performed under the general supervision of the designated school administrator and direct supervision of the Lunch Director in accordance with established policy. Supervision is exercised over the work of volunteers and other lunch / food program personnel as warranted.

Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Enthusiastic support of Christian education and the school's mission and vision.
3. With on the job training, have thorough knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment care, sanitary food handling and storage.
4. Have general knowledge of the principles of nutrition of children.
5. Have good knowledge of State and local laws and regulations applicable to the school lunch program after attending and obtaining the National Certified Professional food Manager Certification class.
6. Have some knowledge of cleaning materials and sanitation procedures.
7. Ability to train volunteers, and supervise their duties.
8. Ability to keep records and prepare reports.
9. Ability to work gracefully and maintain good personal relations with parents, staff, and students.
10. Ability to understand and carry out oral and written directions and responsibilities.
11. Ability to be resourceful.
12. Physical condition commensurate with the demands of the position, such as standing and walking most of the work day, reaching, carrying, pushing, bending, and handling items weighing up to 50 pounds. (*Physical condition requirement will be adjusted for physician-approved activities while under rehabilitation.*)

Responsibilities/Duties

1. Help with the preparation and service of school lunches. Currently, this includes hot meals two days a week and a la carte meals daily.
2. Maintain and train volunteers in approved standards of sanitation, health and safety.
3. Maintain a high level of customer service.
4. Assist with requirements and submit requisitions for foods, supplies and equipment.
5. Supervise and train school lunch volunteers.
6. Receive, inspect, store and distribute supplies and maintain inventories and related records.
7. Assist with the collection of and accounting for cash, following internal control policies.
8. Participate in all aspects of the school lunch program as needed. (i.e., food procurement, preparation, cashiering, laundry and serving.)
9. Weekly: Shopping for all supplies including ASC and nurse supplies.