

## POSITION DESCRIPTION

<b>TITLE:</b>	Lunchroom Aide	<b>SUPERVISOR:</b>	Director of Food Service
<b>DEPARTMENT:</b>	Food Service	<b>CLASSIFICATION:</b>	Support Staff

### I. Accountability Objectives:

The school lunchroom aide demonstrates professional behavior and promotes positive relations with students, parents, staff and others to build customer support for the school food service program. Employee maintains a clean and safe work environment and assures food safety.

### II. Position Characteristics:

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 180 Days

Work Day: Varies

### III. Position Relationships:

Reports to: Director of Food Service

Coordinates with: Director of food service, building principal, building staff

### IV. Position Qualifications:

#### A. Required Qualifications:

1. High School diploma or GED equivalent.

#### B. Desired Qualifications:

1. Recent work experience including personal computer skills and working with numbers.

#### C. Special Requirements:

1. Ability to work independently.
2. Ability to establish and maintain effective communications with district employees.
3. Ability to function under pressure.
4. Ability to work around children
5. Skills in organization.

#### D. Environmental/Physical Requirements

1. Ability to lift up to 48 pounds, carry 48 pounds, and push/pull 35 pounds of force.
2. Ability to stand and work on hard surfaces.
3. Ability to adapt to changes in room temperatures.
4. Ability to work in the presence of loud background noise.

### V. Position Responsibilities:

- A. Operates computer on food service serving lines.
- B. Records and maintains records of daily meal totals.
- C. Helps with dishwashing.
- D. Perform other duties as may be assigned.