



Hot Lunch Student Monitor / Server Job Description

Estimated Hours Per Week: 12-15 hours/week

Anticipated Work Days: All school days during 2020-2021 academic year according to calendar plus 5 additional prep/training days

Our Vision

Through faith in Christ's unconditional love for us, we see St. Paul Lutheran as a growing church and school, compelled to Reach out, Teach the Word of God, and Care for all people.

Job Title

Hot Lunch Program Monitor / Server

Reports To

School Principal

Hot Lunch Coordinator

Primary Objectives

The Hot Lunch Student Monitor / Server is responsible for assisting with food preparation and service, and monitoring students during the school lunch periods in accordance with the cafeteria and school rules contained in the Parent/Student Handbook.

Education and Experience

Minimum

- High School Diploma

Desired / Preferred

- 2 years in School cafeteria or similar working environment

Responsibilities

- Monitor students in lunch room during specified lunch hours & assist school staff in implementing appropriate discipline procedures when necessary
- Assist students with opening packages and lunch items

- Ensure a positive atmosphere in the lunch room that is consistent with school expectations and guidelines
- Encourage students to eat nutritious and healthy meals and try new foods
- Shop for and place orders in preparation for school lunches
- Prepares lunches for the hot lunch program according to designated menu and orders
- Assists with serving student meals as necessary
- Maintain any applicable certifications
- Ensure a clean kitchen and cafeteria before, during, and after meals
- Maintain and secure equipment Hot Lunch Program equipment
- Follow all rules pertaining to food preparation to proper dress as prescribed by the Department of Health
- Other duties of interest and needs as mutually agreed upon.

Skills, Knowledge and Abilities

SKILLS

- A positive attitude and friendly personality
- Strong organizational skills
- Customer Service

KNOWLEDGE

- Use and care of kitchen equipment and utensils
- Cleaning and sanitation methods used in a food service environment
- Food storage methods
- Basic arithmetic (i.e. addition, subtraction, multiplication, and division)

ABILITY

- Work rapidly and efficiently in performing job duties
- Work cohesively with peers, supervisors, school personnel, and students
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Read, write, and communicate in basic English
- Count money and make change accurately
- Demonstrate customer service skills on an ongoing basis
- To add, subtract, multiply, divide quickly and correctly
- To lift supplies, boxes, etc. up to 40 lbs.

JL 7/13/2020