

Saint Boniface School
LUNCH ROOM SERVICE ASSISTANT

Job Description

PRIMARY FUNCTION: The lunch room service assistant in the school lunch program assists the Lead Cook/Food Service Manager in the serving of the hot lunch program. The position is from 10:45 AM to 2:00 PM, Monday through Friday and follows the academic school year calendar.

MAJOR RESPONSIBILITIES:

- (1) Computer Operations and Lunch Accounts
- (2) Clean Up
- (3) Other Duties
- (4) Positive professional interaction with students, school staff, parish staff, and parents.

SUMMARY OF KEY DUTIES:

1. Food Preparation and Service
 - Fill and refill for condiments
 - Assist with meal preparation as needed
 - Set up serving line and serve food in line as needed
2. Computer Operations and Lunch Accounts
 - Set up EZ app each day -input menu
 - Input class meal counts daily
 - Monitor student accounts during lunch serving time
 - Key in lunch numbers or assist students in keying in numbers
3. Clean Up
 - Wipe counters and lunchroom tables and chairs
 - Put away dishes and pans as needed
4. Other Duties
 - Help put away products
 - Complete other tasks as assigned by the Kitchen Manager
5. Positive professional interaction with students, school staff, parish staff, and parents.

POSITION-HOLDER QUALIFICATIONS

Education: high school graduation and some knowledge of health regulations.
Experience: none needed but food preparation knowledge preferred
Skills: ability to follow directions and complete tasks assigned in a positive, efficient manner.
Initiative: self-motivated, able to work in a people-centered community.
Judgment: must exercise confidentiality in all matters, must exercise good judgment in all phases of the job.
Characteristics: flexible, adaptable, resourceful, friendly, conscientious.

REQUIRED CONDITIONS / DEMANDS:

All kitchen employees must be able to meet the following conditions/demands:

1. Working Conditions: Hazards typical of institutional kitchen such as hot cooking surfaces, sharp objects, electrical equipment, and wet floors. Frequent exposure to temperature extremes (hot oven to freezer). Handle potentially hazardous cleaning supplies (dishwasher chemicals, bleach, lime blast).
2. Physical Demands: Moderate to heavy lifting with commodity cases, food orders in freezer and food storage areas (up to 60 pounds). Constantly on feet, carrying hot pots and pans, and pushing of food carts. (as needed)
3. Special Concerns: Ability to work cooperatively with others.