

SECTION 376 LUNCH ADMINISTRATIVE ASSISTANTPOSITION TITLE: LUNCH ADMINISTRATIVE ASSISTANT

REPORTS TO: Food Service Director

PURPOSE: To manage lunch accounts and communicate with parents.

SPECIFIC RESPONSIBILITIES:

1. Take money, enter money and balance money daily, and print deposit reports.
2. Make weekly deposit and send or bring deposit to business office.
3. Scan lunches.
4. Keep students and parents aware of low account balances.
5. Wipe tables between and after lunches.
6. Set up program for lunch and breakfast scanning, may have to wheel computer carts from one area to another.
7. Take milk money, deposit milk money and in grades K-5 keep track of who receives milk.
8. Daily print out report for kitchen on how many meals are served.
9. May have to assist kitchen with getting out milk, removing empty crates and other duties that the Kitchen Supervisor or Food Service Director may ask assistance with.
10. Must be able to work well with children and staff.
11. Must be able to lift 25 pounds.
12. Must have the physical capabilities to perform these functions over a sustained period of time: walking, twisting, turning, stooping, bending and standing.
13. Take money and explain program at summer registration.
14. Be able to maintain confidentiality in regards to free and reduced status of students.
15. All other duties as assigned by supervisor.
16. Must work well with parents in regards to lunch accounts.
17. Perform additional responsibilities as assigned.
18. At least 6 hours of annual continuing education training required.
19. Must know HACCP book.
20. Perform additional responsibilities as assigned.

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Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

1st Reading: April 12, 2010
2nd Reading: May 10, 2010
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