

JOB TITLE: LUNCHROOM LEAD

JOB DESCRIPTION:

MAJOR FUNCTION:

Organize and co-ordinate lunch room helpers to assist in the lunch rooms/cafeterias. Responsible for monitoring student behavior during meal service. Assists with the cleanliness of the cafeteria, and assists with the flow of meal service. Work is performed under the general supervision of the assistant principal. Organize the Pizza orders for Mondays.

DUTIES AND RESPONSIBILITIES:

- Maintain the google document as a means to co-ordinate lunch room helpers.
- Maintain a phone network, utilizing the volunteer services of helpers, to ensure all duties are covered in the lunch room.
- Manage students during meal service (behavior problems will be referred to the teacher on duty or assistant principal).
- Communicate with students and school staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills.
- Circulate throughout the cafeteria or in areas where meals are served and/or eaten assisting students who need assistance.
- Work with the IT department to manage the pizza ordering lists and communicate with the vendor regarding the number of pizzas required each week.
- Assist with the cleanliness of the cafeteria.
- Dismiss classes in an orderly manner at the scheduled time.
- Encourage good table manners.
- Participate in training sessions, meetings, and scheduled cleaning days as requested.
- Perform other duties as assigned.

MINIMUM/REQUIRED QUALIFICATIONS:

- Able to follow instructions and complete tasks efficiently.
- Physically able to perform duties assigned at sufficient speed.
- Effective communication skills.
- Complete the food handlers permit requirement.
- Complete a background check and hiring paperwork according to the school's policies.
- Be punctual to duty each day.
- Functional skills in reading and writing English and Google docs.
- Knowledge of proper food safety and sanitation procedures for food service.
- Mature ability to use judgment and be dependable.