



## Job Description for CHS Hot Lunch Assistant

<b>Position Type</b>	Non Exempt
<b>Compensation</b>	Hourly part time – School year
<b>Supervisor</b>	High School Lunch Coordinator
<b>Primary Duties</b>	Provides support to the food service activities at the CHS campus with specific responsibilities for preparing and serving food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.
<b>Education Requirement</b>	High school diploma or GED and a valid sanitation certification issued by the local health department required. Knowledge of basic math, Microsoft Office and ability to learn lunch room software.
<b>Experience</b>	No job related experience is required.
<b>Physical Requirements</b>	Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift a minimum of 50 pounds, stand for long periods of time and withstand heat.
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge and skills necessary to adhere to safety practices.</li> <li>• Knowledge and skills to provide quality cooking.</li> <li>• Skills to operate office equipment such as telephones and computers.</li> <li>• Skills to operate equipment found in a commercial kitchen.</li> <li>• Knowledge of basic math calculations.</li> <li>• Able to read and follow instructions and understand multi-step written and oral instructions.</li> <li>• Knowledge of quantity food preparation and handling.</li> <li>• Flexibility to work with a diversity of individuals including volunteers.</li> <li>• Ability to solve problems.</li> <li>• Ability to work with others in a close fast paced environment.</li> <li>• Ability to address customers and staff in a pleasant, courteous manner.</li> <li>• Must be organized and be able to manage multiple responsibilities simultaneously and work interruptions.</li> <li>• Ability to correctly complete reports and documents in a timely manner.</li> <li>• Must possess current driver’s license.</li> </ul>
<b>Essential Function</b>	<ul style="list-style-type: none"> <li>• Adhere to the LWCS employee profile, doctrinal statement, and board policy manual.</li> <li>• Attends in-service training, workshops, etc.</li> <li>• Cleans linens, utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.</li> <li>• Assists hot lunch coordinator with weekly meal planning.</li> <li>• Oversees the preparation, cooking, and serving of food.</li> <li>• Prepares food and beverage items according to established food preparation procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.</li> <li>• Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.</li> <li>• Maintains proper temperature of food to maintain food safety and minimize spoilage.</li> <li>• Maintains inventory of supplies and paper products.</li> <li>• Monitors kitchen and cafeteria areas for proper charging procedures for items sold, employee safety, and working procedures.</li> <li>• Performs other functions, such as cashier, as requested by the hot lunch coordinator to provide adequate staff coverage.</li> <li>• Trains and supervises volunteers.</li> <li>• Performs related work as required to ensure the efficient and effective functioning of the cafeteria.</li> </ul>
<b>Equipment used for this job</b>	General kitchen equipment; General school and office supplies

*“The mission of Living Word Christian School is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”*