



## EPSD124 Job Description

### Lunchroom Server

|                                     |                                                          |
|-------------------------------------|----------------------------------------------------------|
| <b>TITLE</b>                        | <i>Lunchroom Server</i>                                  |
| <b>LICENSURE</b>                    | Not Applicable                                           |
| <b>CONTRACT</b>                     | <i>Not Applicable</i>                                    |
| <b>FLSA STATUS</b>                  | <i>Part-time</i>                                         |
| <b>REPORTS TO</b>                   | <i>Director of Foodservice</i>                           |
| <b>SUPERVISORY RESPONSIBILITIES</b> | <i>None</i>                                              |
| <b>EVALUATION</b>                   | <i>Performed annually by the Director of Foodservice</i> |

#### **JOB GOAL:**

As a part-time Lunchroom Server under the direction of the Director of Foodservice, you will perform duties in the school building lunchroom including, food preparation, setting up and serving lunch to students and staff at a designated school or as needed at any of the five school buildings as needed.

#### **ESSENTIAL DUTIES:**

- Setup, prepare and serve food for students and staff accordingly
- Maintain a clean and sanitary work environment, ensuring the lunchroom is neat and clean
- Perform cashier duties, and some data entry into Food Service computer program
- Responsible for collecting cash transactions and send to the District Business Office as necessary
- May assist in maintaining accurate National School Lunch Program reporting procedures
- Work with limited supervision and in a cooperative team effort
- Maintain a neat personal appearance and a pleasant attitude with students, parents and staff
- Available to work at varying hours between 7:00am to 2:00pm and other school locations as needed in the event of staff absences
- Ability to work in a fast paced, high pressured environment while maintaining focus and a pleasant attitude
- Ability to cross train to learn and perform duties specific to each school building
- Performs other duties as assigned /needed

#### **QUALIFICATIONS:**

- High School Diploma or equivalent
- Valid driver's license and vehicle required for travel between district school buildings
- Experience in food service industry preferred
- Basic computer and math skills required
- Must be flexible and available to report to work in the event of staff absences
- Sanitation certificate preferred

#### **MENTAL DEMANDS**

##### *Knowledge*

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### *Ability*

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently.

### *Reasoning*

Ability to interpret instructions provided through written and oral form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

## **ADOPTED**

## **UPDATED**

April 2025