

Elementary School District 159
Job Description

TITLE: Part-Time Food Service Worker
DEPARTMENT: Business Services

LOCATION: As Assigned
EFFECTIVE DATE: Immediately

POSITION SUMMARY

We are seeking a dedicated and responsible individual to join our team as a Lunchroom Attendant. The primary responsibilities of this role include supervising and assisting students during lunchtime and on the playground, as well as supporting the overall cleanliness and organization of the lunchroom. The ideal candidate should be comfortable working with children of various ages and possess excellent communication skills to maintain a positive environment. This role requires strong teamwork, professionalism, and a willingness to support colleagues and students in a fast-paced school environment.

ORGANIZATIONAL RELATIONSHIP:

Reports to: Building Principal

Supervises: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and assist students during lunchtime to ensure a safe and orderly environment.
- Supervise and assist students on the playground to promote safe and enjoyable playing.
- Previous experience working with children is preferred.
- Assist with the cleaning and maintenance of the lunchroom, including wiping/cleaning tables, sweeping floors, maintaining proper care of equipment, and disposing of trash.
- Aid in the distribution of lunches to students, ensuring accuracy and efficiency.
- Maintain positive communication and interactions with students, fostering a respectful and inclusive atmosphere.
- Reliable and punctual, with a commitment to fulfilling assigned responsibilities.
- Must pass a background check and adhere to all school policies and regulations.
- Physical ability to lift up to 25 pounds and perform tasks related to cleaning and organizing.
- Proper food preparation, serving, and storage methods.
- Attend orientation training sessions to familiarize yourself with school policies, procedures, and safety protocols.
- Adhere to sanitation and safety requirements.
- Inventory control and record-keeping
- Basic computer skills for report writing and program access
- Effective communication and teamwork
- Duties are assigned based on lunch priorities and the building needs as determined by the principal.

QUALIFICATIONS

- Coursework and training in food service operations and management required.
- Annual training for all school nutrition employees.

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- Strong interpersonal skills with the ability to communicate effectively with students and staff.
- Reliable and punctual, with a commitment to fulfilling assigned responsibilities.
- Ability to work independently and as part of a team in a fast-paced environment.
- Two years of experience in quantity food preparation, preferably in a school or related environment, with some lead or supervisory experience is preferred.
- Must pass a background check and adhere to all school policies and regulations.
- Must possess a Food Handler's Certificate within 30 days of hire.

WORK ENVIRONMENT AND CONDITIONS

This position requires:

- Sufficient vision, hearing, and speech abilities
- Stamina for standing long periods
- Manual dexterity for handling kitchen tools
- Physical strength for lifting and carrying heavy items

Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

TERMS OF EMPLOYMENT:

- Hours: 4 hours per day from either 7:00 am - 11:00 am or 10:00 am - 2:00 pm.
- Must possess a Food Handler's Certificate within 30 days of hire.
- Duties are assigned based on lunch priorities and the building needs as determined by the principal.
- Eligible for paid time off (PTO); this position does not include medical benefits.
- Employment in this position includes a 90-day probationary period to assess performance and suitability.
- Part-Time Union Based Position

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.