



## Elyria City Schools Job Description



### Food Services: Breakfast Monitor

All District Schools

Reports to Kitchen Manager, Food Service Supervisor, and Principal

To maintain a system of breakfast distribution, supervision and accurate cash receipts and distribution, in accordance with designated procedures and support of the educational program and all related activities.

### Primary Responsibilities and Essential Functions

- Responsible for the setup, removal, and storage during the breakfast period.
- Performs the setup, stocking, and breakdown of the food service line.
- Serves breakfast to students monitoring portion control, when applicable in Breakfast-in-Classroom schools, should place correct components in each bag.
- Transports breakfast baskets to designated locations, where applicable.
- Performs routine cleaning of tables and floor areas during breakfast period.
- Maintains all required records, including cash deposits, the daily meal, and cash reports, and forwards to Central Kitchen where applicable.
- Responsible for ordering all serving lines supplies as needed.
- Maintains a clean, organized, and safe work area.
- Transports breakfast debris to the designated pick-up point.
- Reports all student-related behavior issues and concerns to the Principal or designee, in accordance with building procedure.
- Shares knowledge and supports new employees within the classification.
- Communicates and interacts appropriately with building and central office administration and staff, co-workers, supervisors, students, parents, and other members of the public.
- Actively participates in meetings, activities, in-service training opportunities and utilizes information received to improve job performance.
- Actively interacts with all district computer systems including but not limited to timesheets, online forms, online training, point of sale systems, and electronic mail with training provided as necessary.
- Performs other functions as directed by the supervisor as previously performed from time to time, such as other functions that are reasonably related to the employee's responsibilities.

### Qualifications

- High school diploma or equivalent
- Successful completion of FBI and BCI background checks.
- Ability to lift a maximum of 50 pounds unassisted.
- Ohio Department of Education Student Monitor permit (annually).