



Submitted For
Approval: 6/11/2019
Effective: 7/01/2019

JOB TITLE:	LUNCHROOM/OFFICE ASSISTANT		
DIVISION	ACADEMIC SCHOOL		
SALARY SCHEDULE/GRADE:	IA, GRADE 3		
WORK YEAR:	AS APPROVED BY THE BOARD		
FLSA STATUS:	NON-EXEMPT		
JOB CLASS CODE:	8212	8331	8725
BARGAINING UNIT:	CLAA		

SCOPE OF RESPONSIBILITIES
While performing in the lunchroom, the duties are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners. Performs clerical and/or other duties as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises groups of children during lunch
Directs cleaning of tables and returning of trays by each class
Maintains discipline and orderliness in the lunchroom
Sees that health and safety rules are observed
Helps evacuate pupils during fire drills
Assists with general office duties
Performs supervisory duties as assigned
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Knowledge of general rules of health and safety
Possesses the ability to follow directions
Relates well with children, with past experiences in groups, (scouts, etc.)
Works cooperatively with others
Word Processing skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Possesses the ability to get along with others
Possesses a positive attitude
Commands and earns the respect of children
Prior experience in the Jefferson County Schools
Experience in a diverse workplace