



Thompson School District Classified Job Description

Job Title: ECH Lunch Aide **FINAL**
Revision Date: March 2017
Work Year: Based on 134 days
Department: Early Childhood
Reports To: Early Childhood Administrator
Benefits include: PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: Work as assigned by classroom teacher to assist in the preparation and serving of lunch to preschool children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adhere to all district, county and USDA guidelines for personal and environmental sanitation.
- Assist with cold food preparation and portioning as directed.
- Participate in all aspects of cleaning serviceware and area.
- Maintain clean and attractive serving areas during operation hours.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Operating knowledge of a steam table/steamer, convection oven, mixer, and slicer preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:

This job has no supervisory responsibilities

EDUCATION AND TRAINING:

High school diploma or equivalent preferred. Specialized courses in institutional cooking preferred, or equivalent combination of education and experience.

EXPERIENCE:

0 – 2 years experience in food preparation.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None required.

JUDGMENT AND DECISION MAKING:

Work is assigned by the classroom teacher and health nutrition coordinator of the assigned school. This position requires application of position knowledge to efficiently set-up, serve, clean the kitchen and follow program guidelines. Work is guided by Thompson School District and Early Childhood policies and procedures. Supervisor is always involved in decision making.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department.
- You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk; reach with hands and arms and taste or smell. The employee is occasionally required to sit; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify,

solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.