

Auburn-Washburn USD #437 Job Description

Title: Lunch Aide (Secondary Schools)

Qualifications:

- Ability to read and interpret written information pertaining to the lunchroom.
- Personality attributes appropriate to the school setting.
- Ability and desire to assist students in developing and maintaining appropriate cafeteria behavior.
- Ability to use sound judgment and work on feet at least three hours daily.

Reports To: Food Service Building Manager

Summary: To assist the Food Service Building Manager in developing and maintaining a cafeteria climate that is safe, happy, friendly, and helpful.

Essential Functions:

- Provide minor cafeteria housekeeping duties (wipe tables, clean minor spills, etc.).
- Provide cafeteria support as directed by the Food Service Building Manager (serving meals, cashier, dish room duties, etc.).
- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- **Perform other duties as assigned.**
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- **Stooping:** Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Talking:** Expressing or exchanging ideas by means of the spoken word.
- **Hearing:** Ability to receive detailed information through oral communication.
- **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Visual acuity based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.
- The worker is not substantially exposed to adverse environmental conditions.

Term of Employment: Nine (9) months

Salary: Salary information is available from the Executive Director of Human Resources.

Evaluation: Performance of this job will be evaluated annually by the Food Service Building Manager.

Board Approved: June 18, 2018