

## Coosa County Schools Job Description

JOB TITLE: LUNCHROOM WORKER

### QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledge of food preparation requirements desirable.
3. Work experience in quantity food production and service desirable.
4. Background clearance through FBI and ABI process.

REPORTS TO: Lunchroom Manager

JOB GOAL: To perform as a member of the Child Nutrition Program staff and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

### PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Assist in the preparation and serving of food in a quick and pleasant manner.
3. Assume responsibility during meal service periods, to see that the supply of foods offered is replenished regularly.
4. Assist in the daily cleaning of the kitchen, service area, and dining area.
5. Perform major cleaning of equipment and storerooms at regularly scheduled intervals that comply with HAACP regulations as designated by the lunchroom manager.
6. Assume responsibility for storage and disposal of unused foods.
7. Maintain such records as necessary for accountability.
8. Exhibit personal grooming and dress appropriate for food service.
9. Assist with maintaining an accurate USDA and purchased food inventory.
10. Perform duties required in the absence of the manager.
11. Be familiar with the operation of the daily point of sale terminal.
12. Complete SERVSAFE certification course.
13. Comply with all HAACP requirements and complete forms as required.
14. Make daily checks of freezers, coolers, and equipment used in food storage and preparation.  
Keep a record of inside temperature of freezers and coolers.
15. Attend in-service meetings and training sessions as required.
16. Be familiar with and follow system policies.
17. Maintain proper and professional relationship with students, parents, other employees, and the public.
18. Maintain the confidentiality of information pertaining to students, staff, and school system.
19. Assume other job-related duties as assigned by supervisor.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full shift and overtime if requested.
2. Ability to complete job assignments timely, with or without supervision.
3. Ability to read and follow written and oral directions; ability to do simple mathematics.
4. Ability to use equipment timers and controls, ingredient scaling equipment, and food preparation equipment using required manufacturer's safety recommendations.

5. Ability to read chemical product sheets and follow required safety procedures while using and cleaning food preparation equipment.
6. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.
7. Ability to accept instruction with positive attitude.
8. Knowledge of safety rules and precautions.
9. Demonstrate patience with students.
10. Ability to work with a diversity of individuals and/or groups, and perform effectively as a team member.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Lift up to 50 pounds on a daily basis.
2. Stand for long periods of time on tile floors.
3. Strength to use floor cleaning equipment to sweep, mop, and scrub.
4. Free of diseases that can be transmitted by food.
5. Empty 50 gallon trash receptacles as assigned.
6. Bend, stoop, kneel, reach, twist, squat, and reach on a daily basis.
7. Work in extreme heat and cold temperatures on a regular basis.
8. Dexterity, mobility and agility to perform all work tasks.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*