



NEW: Submitted:  
07/01/2019 06/11/2019

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
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