



NEW: 07/01/2019
Submitted: 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