

Trinity Episcopal School
Lunch Aide
Job Description

The lunch aide works closely with the Lunch Coordinator to ensure lunches are organized and students nutritional needs are met. The lunch aide takes direction from the Lunch Coordinator or other administrative staff when appropriate.

Qualifications:

Requires high school diploma or equivalent, CPR and Safeguarding God's Children training. Must demonstrate high-level skill in organization, interpersonal relations, excellent oral communication skills, and have the ability to prioritize and handle a variety of tasks simultaneously. Must relate well to children. Must demonstrate good decision-making and judgment as well as attention to detail and follow-through. Must be able to adapt to a rapidly changing environment.

Responsibilities include the following:

- Supervises students in the cafeteria during meals.
- Circulates among the tables during lunchtime to be available to students who may need help.
- Informs administration of serious discipline issues.
- Ensures the cleanliness of tables and surrounding areas by washing tables when students leave the cafeteria.
- Performs lunch room set up including salad bar and food preparation, organizes a la car items, and prepares hot lunch warmers and food line.
- Assist in establishing, implementing and supervising orderly disposal of food waste, return of trays and dismissal from the cafeteria. Manages appropriate billing and works closely with our business office.
- Complies with clean-up procedures including washing trays, serving dishes and cleaning prep areas as well as overseeing student clean-up duties.
- Follows recycling procedures set forth by the head of school.
- Maintains correct temperature of appliances to ensure they meet guidelines for safety.
- Ensures food options are cooled or heated to specified temperature to meet food safety requirements.
- Monitor food labels to guarantee expiration dates are in compliance.
- Uses appropriate cleaning agents to meet safety requirements.
- Performs appropriate handwashing techniques and utilizes gloves when handling food.
- Washes surfaces and sweeps floors to maintain cleanliness.
- Demonstrates the ability to package leftovers appropriately and mark food with appropriate date per regulations.
- Exercises independent judgement in following established policies, while ensuring the students are given appropriate care.
- Maintains work area and equipment in a neat and orderly fashion.
- Accepts accountability and recognizes need for action when no direction is given.
- Demonstrates adaptability in a changing environment.
- Performs other related duties as assigned.