

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Lunchroom Aide

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, mathematics, and computer application.
3. Experience in accounting or bookkeeping, or demonstrated competence in tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal and/or Director of Food Service

JOB GOAL: To assist in an efficient, safe, and fiscally solvent lunch program

PERFORMANCE RESPONSIBILITIES:

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| <ol style="list-style-type: none"> <li>1. Supervises students as they transition in and out of the lunchroom</li> <li>2. Establishes and maintains a routine so all students are served lunch and have</li> <li>3. Assists students with opening containers and the disposal of garbage</li> <li>4. Scan individual accounts as a means of recording lunch payments</li> <li>5. Such other duties as directed by the High School Principal and Food Service</li> </ol> | <p>suffic</p> <p> Direc</p> |
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TERMS OF EMPLOYMENT: Nine month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities)

4/4/03

4/1/03

