

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Server/Paraprofessional **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Supervisor of Special **APPROVED BY:** Board of Directors
Education or Principal

JOB SUMMARY: Serve meals to students on a timely basis and substitute as a paraprofessional in the classroom with time-out students.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Heat and serve food in a quick and pleasant manner assuring that the supply of food offered is replenished regularly and that the necessary serving size is maintained. Order lunches and supplies on a daily/weekly basis and monitor students in the free and reduced lunch program.
2. Collect and submit lunch money daily. Maintain log of full and reduced breakfast/lunch money. Contact parents for monies due.
3. Maintain prep tables, clean the kitchen area, and maintain kitchen equipment.
4. Maintain the highest standard of safety and cleanliness in the cafeteria insuring that we are in compliance with the Pennsylvania Department of Agriculture.
5. Prepare a daily record of food inventory items used and lunches served.
6. Responsible for storage and disposal of unused foods.
7. Perform other duties as assigned by the Supervisor of Special Education or Principal.

QUALIFICATIONS:

- Experience in food service operations required
- High school diploma or equivalent required
- Knowledge in the food service industry with an understanding of nutrition, sanitation, and food safety
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Ability to bend, twist, and kneel
- Ability to lift/carry supplies weighing 50 lbs. or more
- Ability to stand or walk for an extended period of time
- Ability to perform all aspects of Safety Mechanics

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Subject to inside environmental conditions

TEMPERAMENT:

- Must be cooperative, congenial, and service-oriented
- Must be able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to communicate effectively
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Must possess math skills
- Ability to operate food service equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)