



## THE POTTER'S HOUSE JOB DESCRIPTION

<b>Position Title:</b>	<b>LUNCH FOOD SERVER</b>
<b>Reports to:</b>	Food Service Coordinator
<b>Department:</b>	Food Service Program
<b>Hours:</b>	Shift as needed at location as needed
<b>Exempt/Non-Exempt:</b>	Non-Exempt
<b>Salary:</b>	Hourly
<b>Benefits:</b>	As earned sick time only
<b>Position Category:</b>	Food Server
<b>Position Calendar:</b>	School Schedule

### Qualifications Required:

1. Loyal and supportive of The Potter's House mission, vision, and values.
2. Friendly, outgoing personality who likes to work with a wide variety children.
3. Flexible, dependable, and able to meet service deadlines.
4. Physically able to lift 20 pounds repeatedly each day.
5. Ability to communicate positively and effectively with parents and staff.
6. Willing to be cross-trained and work whatever shift or location needed.

### Primary Job Responsibilities:

Lunch Program servers will be cross-trained to serve at both locations for all shifts.

1. Breakfast at Roosevelt Park Campus, 7:00 a.m. – 9:00 a.m.:
  - a. Receive breakfast sacks from contractor.
  - b. Distribute breakfast sacks to students recording who receives breakfast.
  - c. Clean up serving area and kitchen.
  - d. Report to all concerns that parents or faculty may have regarding the program to the food service coordinator.
2. Lunch at Roosevelt Park Campus, 10:30 a.m. – 1:00 p.m.:
  - a. Provide lunches for students
  - b. Supervise parent volunteers at the Roosevelt Park campus.
  - c. Supervise delivery, distribution, and kitchen cleanup of the lunch program at the Roosevelt Park campus.
  - d. Communicate lunch program regulations and schedules clearly with parents and staff.
  - e. Report to all concerns that parents or faculty may have regarding the program to the food service coordinator.
3. Lunch at High School Campus, 11:00 a.m. – 1:00 p.m.:
  - a. Assist Chartwell's personnel to set up the food service line.
  - b. Follow state guidelines for NSLP in distribution to the students as they pass through the food service line. Training on these guidelines will be provided by the Food Service Coordinator.
  - c. Verify food selections and scan to charge the student's accounts accordingly.
  - d. Do NOT receive any cash payments at the lunch line. All cash or checks must be turned into the High School main office.

- e. Communicate to students when account balances are low.
- f. Be aware of any adjustments or changes needed to a specific day's food needs which are communicated by the Food Service Coordinator.
- g. Assist Chartwell's personnel with lunch clean up as needed.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.*