



THE POTTER'S HOUSE JOB DESCRIPTION WORKSHEET

Position Title: FOOD SERVER
Reports to: Food Service Coordinator / Director of Finance
Evaluated by: Food Service Coordinator / Director of Finance
Hours: 10:00 a.m.-2:00 p.m. Monday through Friday – lunch service days only
Exempt/Non-Exempt: Non-Exempt
Salary: Hourly
Position Category: Lunch Program
Position Calendar: 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 of people and children.
3. Flexible, dependable, and able to meet 4 service deadlines per day.
4. Physically able to lift 10 pounds repeatedly each day.
5. Organized and able to keep accurate records.
6. Ability to communicate positively and effectively with parents and staff.

Primary Job Responsibilities:

1. Provide lunches for students
2. Supervise parent volunteers at the Roosevelt Park campus.
3. Supervise delivery, distribution, and kitchen cleanup of the lunch program at the Roosevelt Park campus.
4. Communicate lunch program regulations and schedules clearly with parents and staff.
5. Report to all concerns that parents or faculty may have regarding the program to the food service coordinator.

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.

Employee: _____ Date: _____