



STAFF PERSONNEL POSITION DESCRIPTION

Position: Lunchroom Aide
Employment Schedule: 10 month Part-Time
Evaluation: Annual
Reports to: Director of Food Service
Supervises: Students
Compensation: Hourly

Position Purpose:

The lunchroom aide will be responsible for preparing and serving food for elementary, middle, and high school students' lunch hour. They will need to maintain a clean and safe kitchen environment, as well as cleaning the "cafeteria" after student use.

Essential Duties and Responsibilities:

- Preparing/ baking/ cooking and serving snacks and lunches for elementary and secondary
- Wash dishes and keep counters clean throughout the day
- Stock snacks, lunch, condiments, and beverages between lunches and at the end of the day
- Clean lunch tables between lunches and at the end of the day
- Empty trash, sweep, and mop
- Receive/ put away deliveries
- "Checkout"/ Charge student and teacher accounts for snack and lunch items
- Concessions: set up before and clean after use

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values
- A deep commitment to, and personal understanding of, the principles of a Christian education

Position Qualifications:

- Candidate must be able to effectively communicate with students and other staff

Physical Demands:

- Must be able to sit and/or stand for long periods of time
- Must be able to stoop, kneel or crouch
- Able to lift items of 20 lbs.