

SENIOR SCHOOL LUNCH HELPER

General Statement of Duties and Responsibilities

Under supervision, performs non-supervisory work of ordinary difficulty and responsibility, or routine supervisory work in the preparation, distribution, and service of school lunches; performs related work.

Examples of Typical Tasks

In the field, supervises one or more School Lunch Helpers and checks their health and personal appearance; assigns and rotates daily duties and instructs Helpers in prescribed policies and practices, maintains time records and reports all irregularities; increases or decreases food orders as necessary; assists with collection of monies and keeping of records, and is responsible for maintaining required standards of operation and sanitation.

In the central kitchen, prepares soups, hot dishes, and sandwich fillings according to standardized formulas. Dips soup and checks covers, clamps, stacks, and loads soup containers onto conveyers. Straps and stacks sandwich containers and loads them onto conveyers. Processes vegetables by machine. Carries bread, trays and sandwiches, and cartons, crates, heavy bags, and lugs of vegetables. Packs and checks sandwiches or dessert items. Performs continuous elevator operation and guard duties. Is principally engaged in preparing master order sheets, shipping tags and delivery slips, timekeeping, inventory control, typing, and other clerical functions. Weighs, measures and issues food supplies; operates can opening machines. Dispenses gas and oil and records consumption.

In a high school cafeteria, supervises a small number of School Lunch Helpers. Records, checks, stores and weighs incoming food and supplies; keeps inventory records; and issues supplies to kitchens and counters in a small cafeteria. Serves as head cashier in a small cafeteria, distributing cash boxes, counting and consolidating counter reports and submitting reports to the manager or bookkeeper. Assists the cook or baker in a cafeteria, in preparing, mixing, and baking a variety of cakes and pies. Empties and washes garbage cans, sweeps and mops floors, washes walls and windows, washes pots and/or operates a dishwashing machine. Is principally engaged in general clerical work and/or typing.

Qualification Requirements

1. There are formal no formal education or experience requirements. However, applicants will be required to demonstrate the ability to read and write English, and to understand and carry out simple instructions.

Line of Promotion

None. This class of positions is classified in the non-competitive class.