

Union Street Charter School  
Job Description  
**Lunch Program Server**

**I. JOB SUMMARY**

The Lunch Program Server will pick up snack and lunches from the Sunny Brae Cafeteria, serve the food to students, and wash the lunch trays and dishes. The 2023-24 pay rate is \$16.54-17.33 per hour. Hours are approximately Monday through Friday 9:30 to 1:30 on days that school is in session. Start date is August 25<sup>th</sup> for an all staff workshop and end date is June 13<sup>th</sup> There is no school during thanksgiving week, Winter break, presidents week or Spring Break.

**II. DIRECTING AUTHORITY**

The employee is responsible to the Principal/Director. The Principal/Director shall evaluate the employee.

**III. EXAMPLES OF DUTIES**

- Maintain a clean and organize the kitchen with regard to food safety and sanitation and Humboldt County Health Department standards.
- Report safety issues to Principal/Director as required.
- Interact with all students by directing and assisting them.
- Attend in-service trainings as required.

**IV. QUALIFICATIONS**

Have or be willing to get a Food Handler Certificate and a Kitchen manager certificate at the expense of the school. Background in food preparation is desirable.

**Ability to:** Be dependable. Establish and maintain positive effective relationships with supervisors, staff, students, and parents. Organize time. Adapt to changes in schedule given special events and staff requests. Be a part of the school team. Learn school rules and be part of the general security of the school facility. Exercise discretion and confidentiality in regard to all matters involving students and school employees.

Some degree of physical ability is required of this position. Over time, the physical demands of any position are subject to change. Depending on the particular assignment, the person could be expected to:

1. Stand, sit, and/or move about for sustained periods.
2. Bend at the waist and reach overhead, above the shoulders, and horizontally.
3. Lift and carry weights up to 25 pounds.
4. Be flexible to the changing needs of the school.