

## PRESCHOOL ACADEMY LUNCHROOM ASSISTANT

**Position:** Part-Time

**Reports To:** Lunchroom Manager, Foundry Preschool Academy Education Director

**Summary:** The Preschool Lunchroom Assistant assists and supports the lunchroom manager in planning and developing meals and snacks for preschool children, helps to keep a safe environment for the children.

### **PRIMARY RESPONSIBILITIES – ASSIST THE LUNCHROOM MANAGER WITH THE FOLLOWING RESPONSIBILITIES**

- Prepare nutritious meals and snacks in quantity following safe food preparation guidelines
- Provide substitute meals to meet the needs of children with special dietary requirements
- Prepare food in quantity in a timely manner that meets the daily food service schedule
- Maintain cleanliness of the kitchen and food storage areas at all times
- Maintain food inventories
- Monitor safe food storage temperatures for the refrigerator and freezer
- Maintain all documentation associated with food service
- Implement health, safety and sanitation procedures throughout the day
- Follow, adjust and extend recipes
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- All other duties as assigned

### **JOB RESPONSIBILITIES TO MAINTAIN EMPLOYMENT**

- Have current Food Handler's Certification
- Update TB skin test every two years
- Complete a staff evaluation with the director annually
- Complete CPR/First Aid certification every two years (if required by director)
- Follow and implement all center policies and procedures on a daily basis
- Follow all Federal Food Program policies

### **QUALIFICATIONS REQUIRED FOR EMPLOYMENT**

- Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC)
- Complete the National Background Check Program for Kentucky and any out of state background checks
- Provide a TB skin test or health professional statement
- Must be able to stand on feet for long periods of time and lift items weighing 25 pounds or less

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