

Platte River Academy Lunch Assistant Job Description

Position: Lunch Assistant 1

Reports to: Lunch Manager

Overview:

The lunch Assistant is responsible for assisting with the execution of the food service program for PRA daily lunches. The lunch assistant assists when needed, to work with the vendor to maintain weekly ordering, allergy forms, and to help maintain the quality of lunches. They assist in receiving and serving lunches as well as running the point of sale during lunch. They work closely with the Volunteer Coordinator to inspire and motivate volunteers, and the team to set up and tear down the lunch facilities daily. They are responsible for cleaning and removing food waste after the lunch is completed. Additionally they work together with all staff to achieve the school's mission.

Responsibilities – Duties include but are not limited to:

Preparation for and management of the annual lunch program offerings

- Assist in managing vendor relationships with program vendors.
- Assist with maintaining milk inventory
- Assist with managing parent volunteers to support daily lunch operations.
- Work with lunch manager in reducing food waste
- Assist with setup and takedown of the lunch room.
- Other duties as needed to run a successful lunch program through our catering partner.

Lunch set up and clean up

- Arrive daily at 11:00 am
- Setup the POS computer and remove wrappings from food.
- If time, assist team with any remaining setup
- Run the point of sale over 3 lunch periods.
- Cleaning required between each lunch period and after lunch.
- Wipe down microwaves and bring leftover food to the teachers lounge
- Assist the team with storing equipment.
- Dispose of leftover food either in the trash or compost
- Place empty containers ready for pick up the following day
- Wipe big pans from warmers as needed
- Return lunch cards to teacher's mailbox

Experience and Knowledge

- General working knowledge of food service and cleaning protocols.
- Ability to manage multiple tasks, projects, people and vendors at one time
- Commitment to PRA and organizational success

Physical Demands

- Constant lifting of five (5) to twenty (20) pounds
- Frequent lifting of twenty (20)
- Constant bending, squatting, standing, reaching, sitting, walking, kneeling, crawling, stooping, repetitive motions and overhead work.

Evaluation and Compensation

- The employment cycle is as follows –
 - o Annual Evaluations
 - o Mid-Year Evaluations – Winter
 - o Contract Period – August 1 through July 31
 - o Job Classification – Non-Exempt
 - o Part-time – 3.0 hours per day – .375 FTE
 - o 178 day contract – 534 hours per year
 - o Sick leave based on 1 hour of leave per 30 hours worked

Please submit resume and cover letter to: jcote@prak8.org with Lunch Assistant Position in the Subject line. You may also mail documents to: Platte River Academy, Attn: Jackie Cote, 4085 Lark Sparrow Street, Highlands Ranch, CO 80126. To learn more about Platte River Academy, visit: www.prak8.org

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