

Valley Christian School

Student Store Assistant Job Description

Reports to the Student Store Supervisor

Job Summary:

Under the supervision of the Student Store Manager, the Student Store Assistant in compliance with Missoula County Health codes as well as the rules of Valley Christian School is to assist the Student Store Manager with duties in the store including but not limited to overseeing children in lunchroom, warming up food, cleaning, assisting with pizza day and stepping in when the Student Store Manager is absent. Also includes helping Student Store Manager with tasks before and after the school year begins and ends.

I. Responsibilities:

1. Set up the lunchroom before students arrive
2. Warm up food both from home and preordered
3. Place food on the table for the children before they arrive to the lunchroom
4. Oversee and assist children in the lunchroom as needed, keep order
5. Assist with clean up, lining children up, and getting them outside to recess
6. Clean and set up lunchroom before the next group of children come in
7. Assist the Student Store Manager in the Student Store during high school and junior high lunch
8. Clean the tables needed for PreK and Kindergarten and then stay and assist those children in the lunchroom
9. Assist with clean up and with lining children up to go to recess.
10. Clean lunchroom by sweeping, mopping, wiping down chairs, cleaning tables and taking out garbage
11. On Tuesdays arrive early and assist the Student Store Manager with Little Caesars Pizza day. Help tally orders, mark drinks and snack, turn on warmers, mark pizza and get it all to the tables along with regular food and warmups
12. Come to the beginning of the year PIR days
13. Assist the Student Store Manager with the cleaning and setting up at the beginning of the year for the lunchroom and Student Store
14. Assist the Student Store Manager with the cleaning and tearing down at the end of the year for the lunchroom and Student Store
15. Assist with the setting up and serving with the breakfast and lunch during the beginning of the year PIR days.

II. Requirements:

1. High school diploma or equivalent
2. Food Service experience preferred, not required
3. Experience with children preferred, not required
4. Pass a background check
5. Be CPR/First Aid certified or be able to become certified
6. Communicate with Student Store Manager, Lunchroom Assistant and other faculty and staff, as well as students
7. Able to lift heavy objects (garbage, groceries, food-warmers, table, etc.)
8. Able to count money and work a cash register (can be trained on register)
9. Able to multitask
10. Able to stand for long periods of time
11. Basic operating knowledge of ovens, refrigerators, microwaves
12. Problem solve and take initiative as needed
13. Follow the Valley Christian rules requirements in the Ministry in Teaching and Statements of Faith

III. Physical Demands:

1. Able to speak and interact with students in a coherent manner
2. Able to be on feet for long periods of time
3. Able to lift/carry up to 25 pounds, although 50 pounds is preferable

IV. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

Mission Statement: Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.