



A World-Class Community of Learners

## JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	3	

JOB TITLE	CONTRACT REFERENCE
Paraprofessional After School Snack	Paraprofessional Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Head Cook	November 2014

**JOB SUMMARY** To administer after school snack and ensure that program guidelines are met.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Enter kitchen, wash hands at hand sink.	5
2.	Remove cart labeled for After School Snack from cooler. Nutritional Services staff will have it set up and counted. Be sure cooler door is shut tightly.	5
3.	Set up snack either on a cart in cafeteria or on serving line. Set up pail for milk that is not drunk, if needed	5
4.	Pass out all components of Snack Menu. Students need to take all components. Items they do not want can be put on sharing table. Students can take extra items off the sharing table.	70
5.	Leftover snack items go back on the cart and back in the cooler. Perishable items (milk) from the sharing table must also go back into the cooler. Nutritional Services staff will count the next morning and enter snack numbers into the computer system.	5
6.	Empty milk bucket if used, wash all tables used by students.	5
7.	Be sure cooler door is shut tightly and lights are turned off.	5

**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. High School Diploma or equivalent
2. Ability to relate to and communicate with staff and students
3. Patience and flexibility in working with special needs students
4. Willingness to expand skills
5. Ability to take direction
6. Ability to keep information confidential

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**JOB TITLE**

Paraprofessional-After School Snack

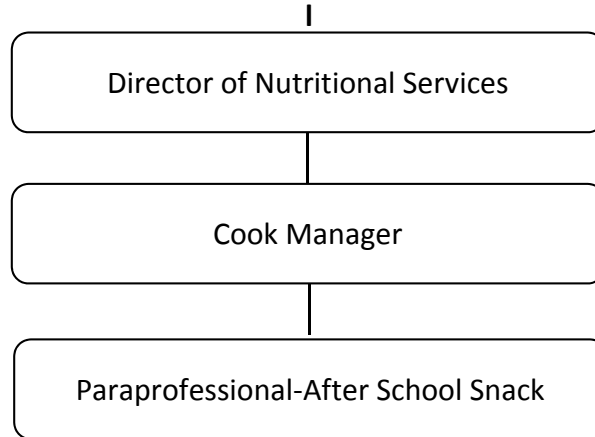
**CONTRACT REFERENCE**

Paraprofessional Master Agreement

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7. Ability to model and reinforce appropriate verbal and interpersonal behavior

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**ORGANIZATIONAL RELATIONSHIPS****SYMBOLS**

DIRECT SUPERVISION



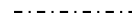
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



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**PHYSICAL FACTORS**

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift and use hands to grasp and feel. The employee must frequently lift and/or move up to 40 pounds, occasionally being required to lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.