Job Posting
Lunch Assistant
Westlake Christian School
Palm Harbor, Florida

Job Summary

Westlake Christian School, the premier private school in the northern Pinellas County, western Hillsborough, and southern Pasco County region, is seeking a dedicated and energetic Lunch Assistant to join our team during the academic year. This part-time role involves supervising students during lunchtime, ensuring a safe, positive, orderly environment, and supporting the food service staff. The ideal candidate will be proactive, compassionate, and capable of managing student behavior while adhering to school policies and safety regulations. This position offers an excellent opportunity to contribute to a supportive school community and make a positive impact on students' daily experiences.

This is a part-time position during the school year. Hours are 10:00 a.m. to 1:30 p.m. Monday through Friday. Generous paid time off for holidays and school breaks ensures consistent payduring the school year (August 10 to May 21).

Duties and Responsibilities

- Supervise students during lunchtime, promoting respectful behavior and positive social interactions
- Encourage good table manners.
- Enforce school policies and procedures related to student conduct and safety
- Assist with meal distribution and ensure proper sanitation and cleanliness in dining areas
- Assist students by opening food packages.
- Assist with lunchroom set-up and clean-up.
- Ensure the lunchroom is appropriately clean before and during lunch.
- Operate the lunch "cash register" laptop as needed.
- Dismiss classes in an orderly and timely manner.
- Report disciplinary and other concerns.
- Follow evacuation procedures and safety regulations in case of emergencies or drills.
- Perform other duties related to lunch as assigned.

Additional Responsibilities

- Be a growing, self-discipling Christian able to articulate your faith journey.
- Model Christian values inside and outside the school by living a life consistent with traditional Biblical precepts.
- Professionally represent the school and church in interactions with parents, community, staff, and students, keeping those interactions positive and encouraging.
- Maintain confidentiality of students, families, and staff information.
- Be committed to following the principles found in Matthew 18 to resolve interpersonal conflict between colleagues or with the administration.

Requirements

- High School diploma or equivalent.
- Prior experience working with children or in childcare settings is preferred.
- Strong communication skills to interact effectively with students, staff, and parents.
- Ability to perform in a professional manner.
- Ability to work well with others and demonstrate flexibility and adaptability.
- Ability to handle confidential information responsibly and professionally.

Join us as a Lunch Assistant and help create a safe, welcoming environment where students can enjoy their lunchtime while learning important social skills. Your dedication will foster positive experiences that support student well-being and success throughout the school year!

For consideration, candidates should apply online at Westlake Christian School Employment**.**