

**Central Christian School
Lunch Line Check-In Volunteer
Job Description
2019-2020**

CCS Volunteers provide expertise and volunteer hours to support Central's vision "To know Christ and to make him known" through the school's academic and extra-curricular programs

Supervision

Volunteers report to the Operations Manager

Position

Verify and record student and staff lunches utilizing cafeteria computers. Training is available.

Expectations

- Reflect a personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public
- Follow all applicable school policies and procedures as outlined in the Employee Handbook.
- BCI and FBI background check through Tri-County Educational Services required

Time/ Schedule Requirements:

Monitors are needed daily from 10:40-1:00. Preference would be to have each volunteer assist the same day each week.

Responsibilities

- Set up cafeteria laptops and assist students in signing in with their account number
- Verify and record school lunch components and meal portions