



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W. PFEIFFER ROAD
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

Paraprofessional-Food Service Clerk

Qualifications: Food handling license or the ability to get one. Training will be provided.
ISBE Paraprofessional License

Immediate

Supervisor: Special Education Administrator/Principal

Terms of

Employment: 180 days; salary and work hours established by the Special Education Association of Peoria County Board of Control. This position may be half time (exact hours to be determined) or full time with the remainder of the day working as a student facilitator. See student facilitator job description.

Job Goal: To assist the Special Education Administrator/Principal in providing breakfast and lunch to the students at SEAPCO Academy daily. Will comply with regulations established by the health department and policies and procedures of SEAPCO Academy.

Professional Qualifications:

- Skills and ability to stand on feet for long periods of time

Performance Responsibilities:

- Maintain accurate records
- Participate in the professional development as required by supervisor
- clean, sanitize all cafeteria surfaces
- Monitor and maintain temperature of foods
- Monitor, rotate and maintain stock
- Record temperatures, lunch count, daily totals, left over etc.

Environmental Conditions and Physical Demands:

- Office/school environment – ability to work in a fast paced and stressful environment.
- Use of computer – will use a computer for reports and other related duties
- Must be able to lift more than 50 pounds and potentially participate in restraints
- Potential involvement in restraints (if employed full time with student facilitator responsibilities)
- Use of stairs



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ADA Disclaimer:

Special Education Association of Peoria County will make reasonable accommodations in compliance with the *Americans with Disabilities Act of 1990*.