

POSITION TITLE: FOOD SERVICE ASSISTANT
(Full-time and Part-time)

REPORTS TO: School Food Service Manager

POSITION GOAL: These positions assume responsibility for preparing or assisting in preparation, cooking, and serving of a variety of foods in an elementary or secondary school food service program.

EXAMPLES OF RESPONSIBILITIES INCLUDE:

To prepare or assist in the preparation of a variety of foods, including soups, entrees, salads, sandwiches, fruits, vegetables, bread and desserts following standardized recipes and menus, price schedules, and portion controls, and in accordance with department work production standards

To set up food on serving lines and/or steam tables and serve meals or meal components

To prepare and serve beverages

To Store or dispose of excess food properly

To accept money for foods and beverages served during the day

To wash, sanitize and store dishes, tableware and kitchen utensils, scrub counters and tables, mop floors, and dispose of wastes properly

To operate and clean all kitchen equipment such as ranges, ovens, steamers, tilting skillets, mixers, choppers and dishwashing machines

To store food and supplies in accordance with instructions, and assists in taking inventories

To perform work-related duties as assigned

KNOWLEDGE AND ABILITIES REQUIRED:

Must have knowledge of:

Modern methods of preparing and serving soups, entrees, sandwiches, fruits, vegetables, salads, breads, and desserts in large quantities

Use and care of institutional kitchen equipment and utensils

Proper cleaning and sanitizing methods

Principles of sanitation and kitchen safety

Basic arithmetic necessary for recipe conversion to quantities needed for food service to students

**POSITION DESCRIPTION
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Must have ability to:

Prepare and serve a wide variety of food

Work rapidly and efficiently in performing tasks

Work effectively with school personnel and students

Follow written recipes and oral instructions

Convert recipes to amount of food production needed

Apply and maintain high standards of sanitation and personal hygiene

Work with a minimum of supervision

Physical abilities include:

Manual dexterity to shred, chop, assemble and mix foods

Stamina to stand and walk on hard flooring for long periods of time

Ability to withstand a wide range of temperatures

Ability to work with chemical cleaning agents

Having strength to lift and carry food items or objects weighing up to 40 pounds and with help up to 55 pounds

QUALIFICATIONS:

High school diploma or equivalent*

Ability to take oral and written instructions and follow through efficiently and to work well with others

Some experience and knowledge of quantity food preparation and use of equipment used in quantity food preparation

PAY LEVEL: II plus inservice salary incentives

JOB CODE: 76023 LINE NUMBER: 495

Physical Demand Class: MH

***Prior to July 1, 1987, employees not meeting this requirement were "grandfathered" in the position as evidenced by the date of the Director's signature on the New Employee Form. The signature date is used because that is when employment was offered.**