

Assistant-Class 3b-Food Service

- QUALIFICATIONS:**
1. High school diploma or GED
 2. Previous experience preferred
 3. Ability to work with various school publics
 4. Ability to lift 15-65 pounds
 5. Ability to withstand a wide range of temperatures
 6. Ability to stand and walk on hard floors 90% of the time
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director

JOB GOAL: To assist in the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Attends job-related training classes and workshops and practices the principles taught;
2. Practices procedures in food preparation, use and care of equipment, and personal habits to assure that sanitation standards are met;
3. Follows standards of safety in preparing, storing, and serving food;
4. Follows Manager's and/or Cook's instructions in producing and serving food, as well as positioning and garnishing food;
5. Participates in implementing promotion of school lunch, and other activities consistent with Board policy;
6. Maintains the required records as assigned for their area;
7. Follows procedures in personal matters including grievances, leaves, etc.;
8. Participates in implementing cost containment measures while maintaining quality;
9. Uses and operates fire extinguishers;
10. Reports all accidents and potential safety hazards to the direct supervisor;
11. Uses, cleans and stores knives according to procedures;
12. Operates and cleans equipment following instructions;
13. Follows the work and cleaning schedules;
14. Performs basic first aid as needed;

15. Uses efficient work techniques, time saving measures as demonstrated by the Food Service Director or Cook;
16. Adjusts their area's recipes to the daily count;
17. Has the ability to move up to the next class as needed to fill in positions;
18. Communicates effectively any problems/needs directly to the direct supervisor;
19. Follows the meal pattern requirement in serving student meals;
20. Participates in preparation and service of special meals, new lines, and other functions;
21. Follows state and district policies and procedures;
22. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Food Service Director/Production Manager or Cook may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made the supervisor and approved by the District Administrator. Most individuals in this category will work 6 or fewer hours per day as individually directed by the Food Service Director.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays unless a different work schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.