

Technical Assistant-Class 3a-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. Ability to make arithmetic computations and keep accurate records
 8. 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. To ensure that the revenues for the building are accurately received and maintained.

PERFORMANCE RESPONSIBILITIES:

1. Practices procedures in food preparation, use and care of the equipment, and personal habits to assure that sanitation standards are met;
2. Follows standards of safety in preparing, storing and serving food plus portioning and garnishing;
3. Participates in implementing promotion of school lunch and other activities consistent with Board policy;
4. Maintains the requires records as assigned; including food used, inventory, cleaning schedules, recipes, money collecting, student records, credits, etc;
5. Follows policies and procedures listed in the policy manual and handbooks;
6. Demonstrates knowledge of fire extinguisher use;
7. Reports all accidents and potential safety hazards to the Manger/Director;
8. Uses, cleans, and stores knives according to procedures;
9. Operates and cleans equipment following instructions;
10. Follows work and cleaning schedules;
11. Attends job-related training classes and workshops and practices the principles taught;
12. Performs basic first aid as needed;

13. Uses efficient work techniques as demonstrated as demonstrated by the Cook/Manager or Director;
14. Performs money collection/meal checking duties as assigned by the daily work schedules;
15. Follows the meal pattern requirement in serving student meals;
16. Follows state and district policies and procedures;
17. Communicates effectively any problems/needs to the Production Cook/Manager or Director;
18. Has the ability to move up and do the duties in the above class as needed and do the duties assigned by the position descriptions and work schedules;
19. Orders supplies as needed a week ahead of time;
20. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor 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.