

Oregon School District

JOB DESCRIPTION

Position Title:	Food Service Assistant
Department/Location:	Food Service
Reports To:	Food Service Director and Food Service Manager. May receive instructions from Cooks.
Employees Supervised:	None. May answer questions or provide instructions to substitutes.
Interrelationships:	This position has frequent contact with school staffs, students and school administrators.

Position Summary:

This position is responsible for helping prepare and serve nutritious and appealing food to students, staff and other customers in a safe and clean environment.

Position Duties:

Food Service Assistant duties may vary considerably from location to location, as duties are rotated or when an Assistant is re-assigned due to another employee's absence. Each essential job function described below is within the scope of Food Service Assistant duties with actual job assignments depending on the work that needs to be done at a given time or location.

Essential Job Functions:

- 1.** Help prepare food working from planned menus, verbal and written job assignments so that menu items are available on time, at the proper temperature and in sufficient quantity. Examples of tasks include: prepare ingredients such as vegetables and fruit (wash, cut, measure, blend, open cans, etc.); defrost/heat/bake menu items that are not made from ingredients; place food in and remove from different types of ovens and steamers; help prepare and tray up entrees; help prepare food for transportation to other locations and/or transport food short distances; make and wrap sandwiches; move prepared food to serving line or storage area; prepare condiments and/or refill condiment holders such as ketchup.
- 2.** Prepare serving line and serve food to students, staff and other customers. Examples of tasks include: setup of line or station, turn on equipment as needed, obtain needed utensils, transport prepared food to proper location, prepare portions, wrap certain foods or place pre-portioned amounts on line, re-supply from holding areas, serve or pass out food items, fill milk cooler, monitor student behaviors and suggest appropriate menu items, monitor and record temperature and appearance of food items, counts of food

items served, remove empty containers and keep trays/silverware/condiments/napkins supplied, count and prepare left over food for storage.

3. Operate computer or other device to record food purchased. Tasks include: scan cards or receive payment, enter checks in student accounts, answer or refer questions or disputes about account balances and determine whether chosen items represent an "A" meal.
4. Assist with clean up of kitchen and cafeteria. Examples of tasks include: clean tables/benches, sweep/mop floor, counters, sinks, stoves and food areas; put away extra food and supplies; rinse and scrub trays/pans/silverware/utensils, run dishwasher, drain and rinse dishwasher; check water temperatures and use properly mixed cleaning solutions; and collect and properly dispose of trash.
5. Assist with storing food and supplies in a timely manner with proper awareness of food safety and safe lifting procedures. Tasks include: lift/unpack/move/stack/shelve fresh or dry foods or supplies in freezer, cooler or storeroom. Record amounts and dates as required following established record keeping procedures.
6. Depending on the location a Food Service Assistant may setup and maintain soda or hot chocolate machines, check and fill vending machines and help with catered events.

Other Duties:

1. Attend required meetings and participate in training or related assignments.
2. Seek assistance, advice or a decision from management when situations arise which are outside of the scope of normal duties or require a decision or response which employee is not trained or authorized to make.
3. Maintain knowledge of safe practices and equipment used to perform duties, such as: institutional cooking equipment, food preparation techniques and CAFS. Examples of equipment operated include: ovens, stoves, combi oven, freezers, coolers, dishwashers, disposals, small kitchen appliances, kitchen utensils, mixer, slicer, chopper, heat kettles, steam table, cleaning equipment and computers.

Qualifications:

1. Education: prefer high school education, requires ability to read, write and perform basic math. Prior training or education in sanitation, food handling procedures, quantity cooking or customer service is desired but not required.
2. Experience: 1-6 months prior experience in food preparation/baking/serving is desired, but not required. On-the-job training is provided.

Personal Attributes Required:

Must be organized and able to work with exacting deadlines. Must be able to communicate verbally and follow written and verbal instructions. Must demonstrate the ability to establish and maintain positive working relationships with other food service employees and district staff. Must understand the need for teamwork, timeliness and safety. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to interact with others to accomplish tasks without arousing hostility. Must be flexible and able to respond to changing priorities and new job assignments.

Essential Physical / Mental Requirements:

1. Must be able to stand for prolonged periods with or without back support.
2. Must be able to perform heavy physical work, frequently lifting up to 50 pounds without assistance in an indoor setting, often in a freezer or cooler and while standing on wet or slippery floors..
3. Must be able to communicate effectively to ask questions, provide information and assistance.
4. Must be able to move throughout the kitchen and cafeteria, including work environs which include temperature (hot or cold) or humidity extremes.
5. Must be able to reach in all directions and bend/stoop to store and retrieve supplies or serve food items.
6. Must have dexterity and hand/eye coordination necessary to operate food service equipment.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which is very noisy.
8. Must have the ability to maintain concentration and focus on repetitive tasks.
9. Must be able to follow safety practices when working with food, equipment and cleaning chemicals.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated May 1, 1998
Revision date: