

FOOD SERVICE ASSISTANT/CASHIER

500.43

REPORTS TO:

Food Service Manager

GENERAL SUMMARY OF POSITION:

To assist Food Service Manager in providing the school food service operation. Follow high standards of nutrition and food production set forth by the district.

DUTIES AND RESPONSIBILITIES:

1. Practices procedures in food preparation, use and care of equipment, and personal habits to assure that sanitation standards are met.
2. Follows standards of health and safety in preparing, storing, and serving food
3. Assists manager with all aspects of food preparation as needed.
4. Uses accepted procedures in the preparation of all foods to ensure palatability and nutrient content
5. Maintains required forms and records as assigned.
6. Participates in implementing cost containment measures while maintaining quality.
7. Relates to and communicates positively with students and staff.
8. Serves meals in an attractive and efficient manner
9. In the absence of the Food Service Manager:
 - Checks supplies and orders. Places orders to vendors as necessary
 - Manages the commodities shipment.
 - Takes part in menu planning
 - Completes production records.
10. Practices all aspects of the food service program in accordance with federal, state and local requirements.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required at the time of hire or for the continuation of employment.

Education and Experience

High school diploma or equivalent. Prefer additional coursework in the food service field. Minimum of one year of responsible work experience with food service.

Skills and Abilities

- Ability to work effectively, collaboratively and positively with administrators, students, teaching and non-teaching staff, vendors and parents.
- Ability to use a positive and supportive approach when working with a variety of people

- Ability to plan, gather and organize
- Ability to prioritize and implement responsibilities without direction
- Ability to maintain confidentiality of school district information
- Ability to maintain self-control and handle complaints and requests for information in an effective, positive and efficient manner.
- Proficient in technological skills.

Language Skills:

- Ability to read and interpret documents such as district policies and procedures, teaching materials, handbooks and manuals.
- Ability to effectively present information and respond to questions from administrators, staff, students and parents.

Mathematical Skills:

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Knowledge of SASI XP computer program desired.

Reasoning Skills

- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to organize time and resources
- Ability to work independently and sometimes in an environment of deadlines and multiple priorities.
- Ability to think quickly, maintain self-control and adapt to sometimes stressful situations.

Physical and Work Environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An employee will regularly be required to stand, walk, sit, talk or hear, use hands and fingers, handle or feel. Also an employee must regularly be able to bend, stoop, twist, and reach with hands and arms. On occasion, an employee must be able to climb or balance.
- An employee may be asked on a regular basis to lift at least 40 lbs.
- Senses of smell and taste are used continuously on the job.
- Vision requirements include close, distant, peripheral and depth perception, and ability to adjust focus.
- Work is performed in a food service kitchen.

TERMS OF EMPLOYMENT:

As per contract.