

## **Food Services Assistant**

### **Purpose Statement**

The job of Food Services Assistant is done for the purpose/s of providing support to the food service activities at assigned locations with specific responsibilities for preparing and serving food items to students; maintaining facilities in a safe and sanitary condition; and monitoring student helpers.

This job reports to Assigned Principal

### **Essential Functions**

Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.

Assists with inventory of food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.

Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.

Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Monitors student helpers (e.g. work methods, techniques, use and operation of assigned equipment, etc.) for the purpose of providing nutritional skills and support for food services.

Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Prepares pre-made food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.

Prepares documentation (e.g. inventory and supply lists, equipment logs, etc.) for the purpose of providing written support and/or conveying information.

Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.

Trains substitute food service assistants for the purpose of ensuring efficient and professional food service.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; using pertinent software applications; maintaining cooperative working relationships; and following, adjusting and extending recipes.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices; knowledge of standard kitchen equipment, utensils and measurements; sanitation and safety practices; basic food preparation; nutritional requirements of school-aged children; basic math; and safe work practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; ability to prepare attractive and nutritional special diet meals; and meeting schedules and time lines.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
Food Handlers/ServSafe Certificate

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

2/14/2018

**Salary Grade**

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