

**POSITION TITLE:** Substitute Food Service Assistant

**QUALIFICATIONS:** High school education or its equivalency. A minimum of six months experience in the preparation of food and serving for school cafeteria is preferred. Must have the ability to understand and follow simple oral and written instructions. Must be able to complete simple math calculations and read and write complete sentences. Must have some skill in the use of standardized and specialized kitchen utensils and equipment. Must have the ability to work independently and as a team player implementing effective decision-making skills towards the completion of a task. Must have the ability to establish and maintain effective working relationships with co-workers, students and school staff. Must have the ability to work efficiently under pressure and complete multiple preparation deadlines. Must have the ability to work in refrigerators and freezers for a short period of time. Excellent customer service skills required. Must have the ability to work your assigned schedule daily, and reliably. Must have the ability to learn and follow the State Health Department sanitation guidelines and those set forth by Richmond Public Schools School Nutrition Services Department. Must be able to lift 50 lbs. periodically, carry food stock weighing 20 lbs. frequently and stand for extended periods of time. Bilingual skills to include Spanish are a plus.

**PERFORMANCE EXPECTATIONS:** Prepares garnishes and serves food items as required to ensure quality, quantity, flavor and merchandising guidelines. Follows USDA state and local guidelines in the performance of duties serving food on the line. Receives and stores food in the stockroom, freezers and refrigerators. Cleans work surface, eating and food preparation area to include tables, counters, floors, ceilings, walls, sinks, bins, ovens, freezers, refrigerators, slicers and all other fixtures as required. Maintains proper sanitary conditions as required by health and safety standards. Washes pots, pans, kettles and other cooking utensils. Assists in the estimating, ordering, receiving and stocking of food supplies. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs responsible semiskilled work in preparing and serving meals in a school kitchen, which is in a warm environment. Work requires lifting up to 50 lbs., kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and many repetitive motions, on concrete floors.

**REPORTS TO:** Assigned Cafeteria Manager and/or Assigned Area Supervisor

**PAY SCHEDULE:** Non-contracted

**LENGTH OF CONTRACT:** Temporary / Can be terminated at any time by Richmond Public Schools

**FLSA:** Non-exempt