Food Service Assistant I

Purpose Statement

The job of Food Service Assistant I is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to Director of Food & Nutrition Services or Designee

Essential Functions

- Cleans and sanitizes utensils, equipment, food storage, preparation, and serving areas for the purpose of verifying and reporting quantity, quality and maintaining mandated sanitary conditions.
- Collects payments for food items from students and staff (e.g. cash, ID scan, payment tickets, day end routine, etc.) for the purpose of completing transactions and/or securing funds for food selection.
- Inspects delivered food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards and reports errors to management.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Performs functions of other nutritional services positions, as requested by supervisor (e.g. transport food items to other sites/provide service at other sites, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items (e.g. assemble items to be served at other locations, prepare for transport, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Sets-up food and beverage items on trays and/or displays (e.g. for onsite and/or transported items, etc.) for the purpose of serving them to students and staff in an efficient manner.

Other Functions

- Assists with maintaining records (e.g. food, condiment, and supply inventory; transport records, etc.) for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in

a commercial kitchen; collecting money.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with interruptions; maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; tracking budget expenditures. 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 5% sitting, 45% walking, and 50% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Food Handlers Permit

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	12/13/2016	23