

**TITLE:** FOOD SERVICE KITCHEN ASSISTANT  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude and competence for work to be performed  
**REPORTS TO:** Food Service Kitchen Supervisor  
**JOB GOAL:** To serve attractive and nutritious meals in an efficient, clean and friendly manner

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Assist in the preparation of food in an efficient and pleasant manner utilizing cafeteria equipment and cooking/baking experience.
2. Assist in daily cleaning of kitchen and related service area including refrigerators, freezers and storerooms.
3. Participate in a variety of functions such as serving meals, planning grocery orders, related paperwork and /or cashier duties, attending meetings and other related duties.
4. Follow all safety and sanitation regulations.
5. Maintain student, employee and school confidentiality.
6. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office. Continuing education and special food handling permits may be required.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.