



KLEIN INDEPENDENT SCHOOL DISTRICT
7200 Spring-Cypress Road, Klein, Texas 77379

JOB DESCRIPTION

Position: Food Services Production Assistant

Pay Grade: Aux 1-3 (Starting at \$12.25/hr)

Duty Days: 177

Job Goal:

The Food Production Specialist performs all duties involving food production, service, storage, and clean up operations related to these duties.

Qualifications:

Education/Certification:

Prefer a High School Diploma or GED certificate

Willing to work towards TASN/TDA certification or participate in other continuing education

Special Knowledge/Skills:

Ability to work tactfully and pleasantly with people

Demonstrate good personal appearance and cleanliness in work habits

Experience:

None required

Major Responsibilities and Duties:

- Learns every aspect of food preparation, service, storage and clean up
- Prepares and serves food according to established procedures, methods, and portion control
- Follows and interprets Klein issued standardized recipes and procedures
- Responsible for proper use and care of equipment
- Demonstrate willingness to work where needed and to assist others when assigned duties are completed
- Establishes and maintains good rapport with students, teachers, and all other district personnel
- Promotes and maintains high standards of sanitation and safety in food service operations; is responsible for keeping work area and equipment clean
- Responsible for cleaning jobs as assigned by the manager
- Responsible for reliable transportation for traveling from school to school
- May be transferred as deemed necessary to the efficient operation of the Nutrition and Food Services
- Responsible for receiving money and preparing cash reports

Other:

- Performs all other duties as assigned by the Food Service Manager including lifting tables and cleaning the cafeteria in elementary schools.

Equipment Used:

- All kitchen equipment and machinery

Working Conditions:

- Maintain emotional control under stress.
- Frequent standing, walking, pushing and pulling; moderate lifting and carrying (25 lb); some stooping, bending, kneeling and climbing (ladder); limited exposure to extreme hot and cold temperatures.

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