

SCHOOL DISTRICT OF DESOTO COUNTY

FOOD SERVICE ASSISTANT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of equipment used in quantity cooking. Knowledge of safety and sanitation procedures. Ability to work harmoniously with students, faculty, staff and fellow workers and provide friendly food service to participants. Ability to demonstrate skill in clean-up and serving food. Ability to work at a fast pace and stand for long periods of time. Knowledge of all aspects of food preparation and service. Ability to accept responsibility for any specific assignment. Ability to follow oral and written instructions efficiently and effectively. Knowledge of operation of computers.

REPORTS TO:

Food Service Manager and Principal

JOB GOAL

To perform work necessary for preparing and serving nutritious and attractive meals in accordance with federal, state and local regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Follow standardized recipes accurately.
- *(2) Input student data at the point of service.
- *(3) Assume responsibility for preparation and serving of food with projection deadlines while maintaining quality control.
- *(4) Prepare menu items as assigned.
- *(5) Clean and sterilize work areas and equipment.
- *(6) Label and store food properly and assemble food and supplies for the next day.
- *(7) Serve on the serving line or as cashier.
- *(8) Record daily temperatures on equipment as directed.
- *(9) Maintain records on foods and supplies used.
- *(10) Assist in setting up serving area and keeping it stocked with necessary items.
- *(11) Check in deliveries from vendors as directed.
- *(12) Assemble ingredients needed according to recipes and calculated servings.
- *(13) Store food items at the proper temperature.
- *(14) Retrieve food and non-food items from storage as instructed.

FOOD SERVICE ASSISTANT (Continued)

*(15) Record leftover foods, list on daily count sheets and provide manager with all ending food counts.

*(16) Demonstrate initiative in the performance of assigned duties.

Employee Qualities/Responsibilities

*(17) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

*(18) Follow attendance, punctuality and other qualities of an appropriate work ethic.

*(19) Report to work in a clean, neat uniform and wear hair restraint and gloves during entire shift, and a lower back support as needed.

*(20) Ensure adherence to good safety standards.

*(21) Use kitchen equipment safely and properly.

*(22) Maintain confidentiality regarding school/workplace matters.

*(23) Model and maintain high ethical standards.

*(24) Maintain expertise in assigned area to fulfill position goals and objectives.

*(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

*(26) Exercise service orientation when working with others.

*(27) Keep supervisor informed of potential problems or unusual events.

*(28) Use effective, positive interpersonal communication skills.

*(29) Respond to inquiries and concerns in a timely manner.

System Support

*(30) Exhibit interpersonal skills to work as an effective team member.

*(31) Follow federal and state laws as well as School Board policies, rules and regulations.

*(32) Demonstrate support for the school district and its goals and priorities.

*(33) Demonstrate initiative in identifying potential problems or opportunities for improvement.

*(34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

*(35) Participate in cross-training activities as required.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **F01**

FOOD SERVICE ASSISTANT (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.