

SCHOOL DISTRICT OF BRADFORD COUNTY  
JOB DESCRIPTION

**ASSISTANT I – FOOD AND NUTRITION SERVICES**

**QUALIFICATIONS**

1. High School Diploma or equivalent or equivalent knowledge through education, training and experience.
2. Successful experience in food service, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to assume assigned responsibilities, work harmoniously with students and fellow workers, and provide friendly service to participants of the food and nutrition services program. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to stand for long periods of time. Ability to learn to operate basic food service equipment and machinery. Ability to follow instructions and to demonstrate skill in performance of routine duties involving food preparation, service of foods and general clean-up work. Basic math skills necessary for preparing recipes, conducting inventory of food and nonfood items and handling monies. Ability to operate a computer terminal. Good communication skills necessary for conversing with students and adults. Literacy skills for reading labels and recipes.

**REPORTS TO:**

Manager - Food and Nutrition Services

**JOB GOAL:**

To assist in performing routine duties in the preparation, accountability and service of meals, and to clean and sanitize food service work areas and equipment to provide a safe and efficient Food and Nutrition Services program

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Perform on a rotating schedule assigned work in the food and nutrition services facility in accordance with regulations, policies and procedures. This work includes, but is not limited to: cashiering activities, food preparation and service, custodial duties, housekeeping tasks and storeroom duties.
2. Prepare hot and cold foods according to production sheets using appropriate food preparation techniques.
3. Prepare food according to established schedules to meet service requirements.
4. Prepare food according to standardized recipes and adjust recipes as needed.

**Assistant I- Food and Nutrition Services (continued)**

5. Prepare the service area with appropriate food and supplies to achieve all service needs.
6. Record and maintain accurate and complete records on temperature logs and production records as required.
7. Follow proper sanitation standards for preparation and service of foods and maintain a safe, neat and orderly workplace.
8. Clean and sanitize the food and nutrition services facility and equipment,
9. Operate and maintain food service equipment in a safe and skillful manner, utilizing gas and/or electric equipment with moving parts and high heat.
10. Serve all customers courteously and efficiently and with accuracy in portion control.
11. Maintain smooth customer flow during peak service hours and do so calmly, accurately and efficiently.
12. Follow proper procedures for receiving food and supplies using established guidelines for ensuring quality, accuracy and completeness.
13. Store food and supplies in assigned locations and in a safe and sanitary manner and rotate stock according to guidelines.
14. Perform cashiering activities using a computer-based, point-of-sale system.
15. Record all transactions accurately.
16. Record deposits from daily sales and prepare any required meal service documentation.
17. Use cleaning and sanitizing chemicals safely, in proper concentrations and according to manufacturer's recommendations.
18. Coordinate work to achieve maximum productivity and efficiency during assigned shift.
19. Seek information necessary for the accurate completion of duties as required.
20. Maintain and improve job skills through participation in in-service training as provided.
21. Maintain hours for the required USDA Professional Standards.
22. Demonstrate support for the school district and its goals and priorities.
23. Maintain a good working relationship with other employees, students and school personnel.
24. Maintain dress and appearance as required.
25. Perform work in a high volume, fast-paced kitchen with temperature extremes of -10 degrees to 90 degrees Fahrenheit and high humidity in some areas.
26. Support the vision and mission of the department and district. Perform all other duties as assigned.

*\*All the above duties are 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.

**EVALUATION:**

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

Job Description Supplement Code

Salary Schedule Lane 1.

Updated 10/2021

Board Approved: **10/11/2021**