

KECC Food Service Assistant

DEPARTMENT:	Early Childhood	REPORTS TO:	Principal/Assistant Principal
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-Exempt

Position Description

Assist the Food Service Manager at the Kirkwood Early Childhood Center in preparing and serving food. The assistant is also responsible for the cleanliness of the food service area to ensure healthy meals are provided to students and staff in a safe manner. In addition, the Assistant may be required to substitute for KECC Food Service Manager.

Task Title	Essential Job Functions	Percent of Time Spent
Cleaning	<ul style="list-style-type: none"> • Clean, scrub, and sanitize kitchen and all related equipment in accordance with federal, state, and local health rules and regulations. 	40%
Food Preparation	<ul style="list-style-type: none"> • Follow food preparation guidelines to safely provide healthy choices to students and staff. • Assists with food, deli, salad dressing, dessert, fresh fruit, snacks, and sandwich preparation and storage. • Assist with baking needs as required. • Assist with production records/meal counts 	30%
Food Service	<ul style="list-style-type: none"> • Serve snacks and meals. • Refill and prepare condiments and related items as necessary. • Provides students and staff with prompt and courteous service to ensure positive environment. • Assist with decision making on menu substitutions as needed or in the absence of the kitchen manager. 	30%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program
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Qualifications

Required

- **Education:** High school diploma/GED. Must be 18 years or older.
- **Previous Work-Related Experience:**
- **Certificates, Certifications, or Other Training:** Applied Food Sanitation Certificate
- Valid Missouri driver's license
- Able to frequently lift and carry up to 50 pounds.

Preferred

- One or more years of related experience.

Knowledge & Skills

- Service: Principles and processes for providing customer and personal services.

Knowledge

- **Basic**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization including sanitation procedures.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy and Federal and State meal program regulations and record keeping procedures.

Skills

Active learning, Active listening, Critical thinking, Learning strategies, Mathematics, Monitoring, Reading comprehension, Speaking, Writing,

Constantly (More than 5.6 hours or 69% of the day):

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day)**

Working Conditions

Physical Demands

Crawling, Crouching/Kneeling, Sitting, Standing, Walking, Balancing, Carrying/Lifting, Climbing, Finger Dexterity, Multi-limb coordination, Pulling/Pushing, Reaching, Repetitive motion, Hearing, Color Vision

- **Constantly (more than 5.6 hours or 69% of the day):**

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use

common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024