

**Jefferson School District
Job Description**

Job Title: Food Service Assistant
Reports To: Works under the day-to-day direction and under the direct supervision of the Child Nutrition Director
FLSA Status: Non-Exempt
Work Year: 178 days
Date Revised: November 2024

JOB SUMMARY

This position assists other kitchen personnel in preparation and serving nutritious and attractive school meals for all customers while maintaining a safe, sanitary, and organized kitchen and garden bar. This position receives daily direction from the food services lead and is responsible for the efficient and effective operation of the kitchen in the absence of the food services lead. This position will observe all Health Department regulations to create a safe and healthy work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Knowledge of School Food Program requirements such as food values, characteristics, and nutritional requirements (i.e. USDA Child Nutrition Programs) and ability to follow and comply with federal and state regulations.
2. Assists in quality food preparation of school meals according to the ODE required planned menu and recipes to include but not limited to cutting, cooking, baking, preparing, serving, stocking and organizing food items.
3. Sets-up and serves all breakfasts and lunches according to program compliant portion controls and menu specifications.
4. Follows specified procedures for controlling food waste.
5. Lifts, carries, operates, cleans, stores and maintains kitchen equipment, garden bar equipment and supplies ensuring that service is uninterrupted.
6. Washes and sanitizes all dishes and operates automatic kitchen equipment maintaining safe and sanitary specifications.
7. Assists with inventorying and storing food and supplies including preparing stock orders, verifying deliveries, rotate stock, determining, and disposing of out-of-date stock, and loading and unloading food and supplied into dry and refrigerated storage areas.
8. Knows and follows all safety and sanitary rules and regulations related to food handling.
9. Ensures HACCP temp logs are accurate and maintained daily including but not limited to freezers, fridges, dishwashers, warmer, milk coolers, hot cooking and cold holding. Freezers, fridges or dishwashers out of proper temperature will be reported to the supervisor immediately.
10. Ensures accurate reporting of daily meal counts and food production records.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Operates kitchen equipment including oven, warmer, steamer, dishwasher while maintaining safe and sanitary specifications.
13. Maintains a high standard of a safe and clean work area, personal cleanliness including wearing a clean apron daily and proper grooming as per sanitation code. Follows JSD Safety Protocol.
14. Maintains a positive, respectful and equitable work environment while interacting with coworkers, students, staff and community.

15. Must maintain a high level of ethical behavior and maintain confidentiality of information about students and staff.
16. Maintains and uses appropriate certifications and training hours as required.
17. Complies with applicable District, state, local and federal laws, rules and regulations.
18. Participates in trainings and workshops for food services assistant.
19. Follows and maintains knowledge of all District policies and procedures relating to food services programs and safety.
20. Performs other reasonable duties that the building Principal or immediate supervisory may assign.
21. Attends work regularly and is punctual.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may, at times, perform other duties as assigned and is subject to change by the employer as the organization needs and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other staff, but may lead, train, and offer guidance to other custodial positions below this level.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Maintains appropriate certifications and training hours as required.
 - Possess and maintain current a Food Handlers card or ServSafe Certification as required by the state.
 - Knowledge of materials, methods and equipment used in food service work.
 - Ability to apply basic math principles for ordering, inventory, preparation of food and/or supplies, and for cashiering.
 - Ability to work harmoniously with a demonstrated ability to establish and maintain a collaborative working relationship across teams, functions, and layers with district staff and the general public and to contribute to a successful work group.
 - Ability to foster a team-oriented culture through positive interactions, active listening, meaningful collaborations, and the constructive exchange designed to meet the organization's strategic goals.
 - Ability to exercise confidentiality, tact, diplomacy, and independent judgment related to district, personnel, financial, and legal matters.
 - Strong interpersonal skills necessary to develop, establish and maintain effective, professional, collaborative, and collegial working relationships with clients, employees, and others with whom we may work with.
 - Strong conflict resolution skills and demonstrated ability and competency to work with a diverse population of clients and coworkers of all ages.
-

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Training

High school diploma or equivalent.

Experience

Prior experience in a food service/kitchen position strongly preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and common fractions. Ability to perform basic math skills involving monetary units.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS: General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. General knowledge of cyber security.

OTHER SKILLS AND ABILITIES: Ability to appropriately communicate with students, teachers and parents. Ability to exercise good judgment and work in an environment with interruptions.

CERTIFICATES, LICENSES, REGISTRATIONS: Ability to obtain a valid Oregon Food Handler Card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

MENTAL DEMANDS

Positions at this level encounter new or unusual situations but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and

interruptions to workflow or concentration can occur. Interactions with other can include demanding or difficult people.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. Employee may be exposed to a variety of conditions including: wet or humid and work near moving parts, some hazardous chemicals or fumes, airborne chemicals, extreme cold and extreme heat (ovens, dishwasher). Employee may be exposed to bodily fluids and bloodborne pathogens.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of district policy and the collective bargaining agreement.

I have read and understand this job description. This job description does NOT constitute an employment agreement between the employer and employee.

Signature:

Date:

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of this position.