

JUNCTION ELEMENTARY SCHOOL DISTRICT  
Job Description

**FOOD SERVICE ASSISTANT**

Job Title: **FOOD SERVICE ASSISTANT**  
Salary Level: Range E  
Classification: Classified  
Reports to: Food Service Assistant  
Approved Date: 3/14/23

Definition of Position

Under supervision of the Central Kitchen Manager, the Food Service Assistant will assist in the stocking, preparation and serving of foods in the school meal program and in the cleaning of the food services equipment and environment.

Essential Duties and Responsibilities

- Understand and carry out oral and written directions
- Prepare and serve bulk menus required in the food service program
- Operate food service equipment in a safe and efficient manner
- Work with student helpers
- Shelve individual commercial cans of food and other food stuffs according to established protocol
- Maintain the highest possible standards of sanitation (wash and clean equipment, food preparation areas, ovens, mechanical equipment and cafeteria implements, etc.)
- Sweep and mop the Food Services area to meet established hygiene standards
- Utilize cleaning chemicals and supplies appropriately in accordance with specified safety protocols
- Relate positively and effectively with staff, parents and students to promote a positive school climate
- Must be able to communicate daily as needed with Manager regarding food service needs or issues as they arise.
- Operate a compliant Point of Sale (POS) computer system.
- Fill in for Food Service Manager as necessary.
- Perform other duties as assigned

Job Qualifications

A Food Service Assistant must have a high school diploma or general education degree (GED), six months of related experience and/or training or an equivalent combination of education and experience. A Food Service Assistant must demonstrate knowledge of kitchen safety, methods, materials and equipment used in the preparation and serving of food, and be able to interact with staff, students, parents and others in an open, friendly and businesslike manner. A Food Service Assistant must be willing to drive the Food Service Vehicle and keep it clean and free of garbage and personal items. The applicant must either have or be willing to obtain a "Food Handlers: or "Serve Safe" certification. The employee must pass a pre-employment physical and fingerprinting.

To perform this job successfully, a Food Service Assistant must be able to perform each essential duty. Reasonable accommodations will be made to enable employees with disabilities to perform the essential duties. Knowledge of use, storage and disposal of hazardous wastes.

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Physical Demands

While performing the duties of this job, a Food Service Assistant is frequently required to lift and/or move objects weighing up to 25 pounds and, with assistance as needed, to occasionally lift and/or move objects weighing up to 50 pounds. Physical dexterity in limbs and digits is necessary to operate hand and power driven food preparation and cleaning equipment.

Working Conditions

A Food Service Assistant is frequently exposed to wet and/or humid conditions, extreme cold or heat, high and precarious places, toxic or caustic chemicals. The noise level is usually loud, and it is necessary to stand for prolonged periods of time on concrete floors.