

JEFFERSON COUNTY BOARD OF EDUCATION

Position Description

POSITION TITLE:	Food Service Assistant
OFFICE/DIVISION:	Jefferson County Board of Education
WORK LOCATION:	Various School Cafeterias
REPORTS TO (TITLE):	Lunchroom Manager/Principal/School Nutrition Director
QUALIFICATIONS:	Possess a high school diploma or GED and meet other requirements as set by the Georgia Department of Education and the Jefferson County Board of Education.
DATE PREPARED:	02/2006
APPROVED BY:	Director of School Nutrition Services
ANALYST:	
FOR HR USE ONLY	
Salary Grade:	
Classification:	NON EXEMPT

POSITION SUMMARY

The primary duty of the food service assistant is the preparation and serving of breakfast and lunch to the students of the Jefferson County School System.

The duties of the person in this position are to assist in the preparation and serving of breakfast and lunch during scheduled times. In addition to these duties one is expected to store groceries, work in the dish room, sweep, mop, and clean the dining room, stoves and other equipment when necessary. Food service assistants are expected to adhere to state and local safety guidelines, to follow system and school policies and to attend professional learning sessions as deemed necessary by supervisors. The person in this position should maintain a neat appearance and possess a pleasing demeanor to gain the respect of students and adults.

The food service assistant keeps the lunchroom manager fully informed of developments in the area of responsibility and performs other tasks and assumes other responsibilities as may be assigned from time to time by the Lunchroom Manager, the Principal, the Director of School Nutrition Services or the Superintendent of Schools.