

# School District of Lodi

## Food Service – Level IV

(A)9/10/20

POSITION TITLE: Administrative Food Service Assistant

### POSITION SUMMARY:

This position directly manages the food service IC POS system and acts as a facilitator for the school district and the public being served, by communicating information, cash handling, and record keeping.

### EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Two or more years of experience in a school nutrition program or comparable experience in an administrative office setting.
- Is proficient in the use of software including but not limited to Google, Word, and Excel.
- Possess or have demonstrated experience in maintaining high standards of safety and hygiene in the delivery of consumable food products.

### SKILLS AND QUALIFICATION

- Ability to problem solve and work with a variety of people in a fast paced environment.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.
- Ability to interact and communicate effectively and in a positive manner with all coworkers, district staff, students, parents, and community members.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before a group of staff, parents, or other employees of district.
- A commitment to make the District's School Nutrition program operated efficiently, while providing district staff, students, parents and community members with a high quality food service program.

### ESSENTIAL JOB FUNCTIONS

- Completes and maintains accurate files and records.
- Operated the IC POS efficiently during meal service.
- Maintains the yearly minimum required CEU/training as required by the USDA/DPI School Nutrition Departments.
- Maintains membership in the SNA-WI Organization.
- Possess and maintain a valid Servsafe Certification status.

- Is knowledgeable about and serves meal items in accordance with all district and DPI school nutrition guidelines.
- Proficiency in preparing and serving all menu items.
- Effectively completes all daily tasks as assigned.
- Ensures that all HACCP and safety guidelines are followed.
- Demonstrated proficiency in all aspects of the IC POS System operation and maintenance.
- Works cooperatively with the Director of Food Service to develop, implement, and monitor all guidelines as established by the USDA/DPI school nutrition program.
- Accurately completes money collection, banking activities, meal accounting, and claiming and free reduced application processing.
- Transition to other food service tasks and responsibilities in the absence of coworkers.

**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 classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job classifications, the employee is regularly required to stand; walk; use hands and fingers to handle and prepare food service items.
- The employee may frequently squat, stoop or kneel, reach above the head and reach forward.
- The employee will frequently bend or twist more than the average person while performing the duties of this job classification.
- The employee may frequently lift and/or move up to 20 pounds when preparing food service items.
- The employee may sometimes push/pull items such as tables and chairs.