



## POSITION DESCRIPTION

**Job Title:** Food Service – Food Service Aide

**Reports to:** Director of Food Service

**Job Summary:** Under limited supervision, perform quantity cooking in a food service program and perform related work as required. Position will require training in nutrition, cooking techniques, food safety and sanitation standards.

### **Job Responsibilities:**

- Assist in preparing high quality, properly cooked, flavorful foods in quantities determined by lunch counts.
- Assist in food preparation using approved methods and HACCP procedures to ensure a safe food product.
- Assist in food preparation according to assigned amounts.
- Follow standardized recipes and operating procedures, notifying Lead Cook of any problems.
- Serve portion size/components according to production records to ensure reimbursable meal.
- Notify Lead Cook of any shortages or portioning problems.
- Record and keep on file, temperatures on log sheets.
- Prepare items as needed and time permits for next day service.
- Function as team member, working with co-workers and management.
- Maintain a clean and sanitary work area.
- Demonstrate proper equipment usage, including proper setup, safety, cleaning, and sanitizing procedures.
- Observe and report any safety or sanitation hazards. Know location of MSDS sheets.
- Inspect food items upon arrival. Look for signs of temperature abuse, infestation or foreign objects.
- Use safety and sanitation standards in food handling and preparation, using time and temperature considerations.
- Store prepared foods in a safe and sanitary manner, according to established procedures and HACCP guidelines.
- Label and date all foods that require it.
- Complete production records daily.
- Ensure dishes and cleaning tasks are finished on a daily basis.
- Assist in predicting when supplies are running low to ensure orders are placed to avoid running out.
- Attend in-service and training as scheduled.
- Work no more than contracted hours without prior approval from Food Service Director.
- Promote and uphold the image of SMCS.
- Perform any other related tasks as assigned.

### **Qualifications:**

- High School Diploma, GED or equivalent.
- Safety is essential to job performance.
- Employees must exercise caution and comply with standard safety regulations when involved in the following situations: Bending, lifting, crouching, kneeling, reaching, and standing.
- Exposure to blood-borne pathogens and communicable diseases.
- Lifting, carrying, and moving work-related supplies/equipment.
- Be able to work in a standing position for long periods.

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.*

Signature: \_\_\_\_\_