

Food Service Assistant

FLSA Status: NON-EXEMPT

LAST REVISED: October 2016

LAST REVIEWED: July 2024

DEFINITION: Under direct supervision, prepares and serves food and cleans kitchen and equipment.

RESPONSIBLE TO: Kitchen Manager and Food Service Director

TERM OF EMPLOYMENT: 9 months

PAY RATE: Refer to Classified Personnel Salary Schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Participate in preparing a variety of foods, such as soups, salads, meats, vegetables, breads, and desserts.
2. Set up food prepared for serving on counters and tables.
3. Serve food at mealtime and perform cashier duties as assigned.
4. Accurately account for food prepared and sold.
5. Operate various kitchen equipment.
6. Clean kitchen equipment and kitchen area, disinfects counters and tables, and sweeps/mops floors.
7. Store and take care of supplies.
8. Count inventory when assigned.
9. Conform to safety standards as prescribed.
10. Perform and participate in other related duties as assigned by the Food Service Supervisor or designee.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Food values and nutritional requirements of adolescents;
- High volume food management including preparing and serving meals daily;
- Fire and safety hazards common to food preparation;
- Methods, materials, and equipment used in a high volume food service facility;
- Health, safety, and sanitation regulations and procedures related to food service;
- Operation of commercial kitchen equipment.

Skill to:

- Cook
- Communicate effectively, orally and in writing
- Read, write, and follow oral and written instructions;
- Perform elementary mathematics;

Ability to:

- Work under pressure;
- Meet predetermined deadlines;
- Safely move and relocate heavy objects;
- Safely operate standard kitchen equipment and appliances;
- Clean kitchen/dining areas including sweeping, mopping, and vacuuming floors;

- Serve meals using established portion control;
- Follow recipes and food preparation directions;
- Work cooperatively with employees, parents and students; and
- Recognize and report hazards and apply safe work methods.

Required Certifications and Licenses:

ServeSafe Food Handler Certificate

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Possession of a high school diploma or equivalent and/or two years of experience in a high volume food service operation that involves preparation and serving of food.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. Strength and ability to lift up to 50 pounds at times. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively regarding verbal orders and instructions, and exchange information accurately with all internal and external customers. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions: Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

Evaluation: Evaluated yearly by Food Service Manager or Food Service Director

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____