

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: FOOD SERVICE ASSISTANT

GENERAL DESCRIPTION: A food service assistant performs food preparation, service and clean up tasks for an assigned school as directed. Functional areas include, but are not necessarily limited to, snack bar, salad bar, cashiering, vegetable and fruit preparation, baking, cooking, set up, and cleaning. Daily duties are accomplished through the collaborative work effort of all lunchroom staff. The work objective is to provide staff and students with nutritionally balanced and environmentally safe meals in accordance with established serving schedules and regulatory standards governing the food service industry.

QUALIFICATIONS: Previous experience demonstrating ability to safely prepare and serve food items, and ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience. High school diploma or GED preferred.

KNOWLEDGE: Basic cooking; awareness of cleanliness, sanitary procedures, and food safety requirements.

SKILLS:

1. Must be able to perform semi-routine standardized work with some independent judgment concerning choices of action.
2. Must have good human relation skills and be able to communicate well with others in a service setting.
3. Must have the ability and willingness to learn a wide variety of tasks required in food service work.
4. Must be able to arrange, compare, count, differentiate, measure and/or sort data and information.
5. Must be able to perform addition and subtraction.

ABILITIES:

1. Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information.
2. Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Requires ability to interact well with students and staff.
3. Requires the ability to operate, maneuver and/or control the actions of manual and electrically powered food preparation equipment, and hand-held supplies and cooking tools.
4. Requires the ability to perform addition and subtraction.

5. Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work completed according to clearly prescribed standard practices, with some latitude for independent judgment. Requires the ability to utilize a wide variety of reference and descriptive data and information.
6. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

CLASSIFICATION: This position is designated as a school-year support position.

REPORTS TO: Food Service Supervisor

SUPERVISES: Not applicable

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

1. Performs food preparation, service and clean up duties in one (1) or more functional areas, i.e., snack bar, salad bar, cashiering, food preparation, baking, cooking, set up, clean up.
2. Performs set up activities, i.e., assembling trays and carts, preparing condiments, assembling service lines, stocking utensils and napkins, reviewing menus, retrieving stock.
3. Performs food preparation activities, i.e., assembling recipe/menu items, washing and cutting fruits and vegetables, slicing breads and meats, opening canned goods, mixing ingredients.
4. Performs cooking activities, i.e., baking breads and desserts, steaming vegetables, baking meats and main dishes.
5. Performs serving activities, i.e., filling serving trays, measuring and monitoring quantities to ensure sufficient amounts, maintaining temperatures.
6. Performs accounting and recording activities, i.e., accepting payments, making change, recording charges, inventorying supplies, checking daily receipts, totaling numbers served.
7. Performs clean up activities, i.e., washing and cleaning equipment, sweeping and mopping floors, wiping down surface and service areas, recycling cans and cardboard, clean trays and food pans.
8. Performs closing activities, i.e., returning food to stock, refrigerating or freezing foods, properly storing leftovers, putting away equipment and food pans, dismantling carts and salad bars.
9. Operates various manual and electrically powered industrial food preparation equipment, i.e., steam kettles, stack and convection ovens, food slicers and choppers, mixers and grinders.
10. Adheres to district policies and procedures and all applicable regulatory standards governing food handling and service in educational institutions.
11. Works collaboratively with other lunchroom staff to ensure daily food service responsibilities are adhere to established schedules.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
3. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate tastes.
4. Some tasks require oral communications ability.
5. Most tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, depth, and ability to adjust focus.
6. Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, wetness, humidity, machinery, temperature and noise extremes, and toxic/poisonous agents.
7. Job is performed for the most part in a school setting, with occasional outside weather conditions. Noise level is that of a typical school setting and commercial kitchen.

TERMS OF EMPLOYMENT:

1. School year with one extra week, 5 days per week, hours per day varies from full time (8 hours per day) to part-time as contracted
2. Clear criminal background check
3. Verification of health to perform job
4. Support contract with salary and benefits as defined by School Board policy.

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.