

Dayton School District #8 Job Description

Job Title: Food Service Assistant
Reports To: Food Service Manager
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, this position assists in preparing nutritious and attractive meals for students and staff while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create a safe and healthy work environment. Provide timely and accurate accounting of meals served.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
 2. Knows and follows all safety and sanitary rules and regulations related to food handling.
 3. Prepares school meals including participating in the planning, cutting, cooking and preparation of food items.
 4. Serves student meals according to directions given as to prescribed portions.
 5. Reacts to change in schedule(s) productively.
 6. Checks freezers, refrigerators and dishwashers ensuring proper operating temperature is being maintained and sanitation standards are being upheld.
 7. Checks food temperatures to ensure proper standards are being maintained before serving.
 8. Maintains a safe and clean working environment.
 9. Sets-up and stores equipment used to serve food.
 10. Operates kitchen equipment including dishwasher, slicer, mixer, etc. while maintaining sanitary specifications.
 11. Assists in maintaining proper care of equipment and sanitation of the kitchen.
 12. Assists in ordering and receiving supply delivery and rotates into existing stock.
 13. Shuts off, breaks down, and sanitizes designated areas and items.
 14. Assists in the maintenance of quality and portion control of all food served.
 15. Works cooperatively with other kitchen personnel.
 16. Reports safety, sanitary and fire hazards immediately to supervisor.
 17. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
 18. Professionally represents the school and the District in interactions with parents, community, staff and students.
 19. Maintains appropriate certifications and training hours as required.
 20. Maintains confidentiality in all phases of work, particularly meal money records and low income qualifications.
 21. Handles money and student lunch cards.
 22. Maintains accurate accounting and deposits of meal receipts
 23. Compiles weekly/monthly meal summary reports
 24. Tracks eligibility of students on free/reduced meal status.
 25. Complies with applicable District, state, local and federal laws, rules and regulations.
 26. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following.

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out appropriate log(s) and forms, and returns on a timely basis.
4. Reports issues to authorities as necessary, i.e. animal control, suspicious activity, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least three months related experience and/or training or equivalent combination of education and experience. Prior experience working in a food service position strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and common fractions, decimals and volume. Ability to perform basic math skills involving monetary units.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and Oregon Food Handler card, Bloodborne Pathogens Exposure Prevention and Child Abuse: Mandatory Reporting and Sexual Conduct: Staff to Student training prior to starting work.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally taste or smell and climb ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. The employee may be exposed to a variety of conditions including: wet or humid, work near moving parts, toxic chemicals or fumes (cleaning supplies), airborne chemicals, extreme cold and extreme heat (freezers, ovens, dishwasher). The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
