



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Food Service Assistant
(5 and 5.5 Hour Employees)

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Current TB test
- Food Handlers Certification
- Ability to read & communicate in English
- Ability to accurately count, weigh & measure
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

REPORTS TO: Food Service Manager

TERMS OF EMPLOYMENT: Benefits and work calendar as provided by the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Portion foods into appropriate quantities per recipe or as instructed.
3. Uses techniques outlined in recipe or as instructed (chopping, dicing, mixing, slicing, etc.) to assist with food preparation.
4. Washes pots, pans and other items using dish machine or three (3) compartment sink.

5. Assists in unpacking boxes, stocking storeroom or coolers, pulling food items from storeroom and other inventory management duties as assigned.
6. Places menued and ala carte foods on serving line and assembles the appropriate serving utensils.
7. Takes temperatures of foods and beverages prior to service and reports unsafe temperatures to manager and takes appropriate corrective actions.
8. Serves foods according to recipe portion or as instructed.
9. Disassembles serving line and cleans serving area.
10. Discards or properly stores left-over foods.
11. Performs all tasks in accordance with HACCP guidelines.
12. Performs cleaning tasks as assigned.
13. Removes garbage from trash receptacles and inserts new bags.

OTHER JOB FUNCTIONS:

1. Reports to work at scheduled time with proper uniform & appropriately groomed.
2. Adheres to all school district rules & building rules & regulations.
3. Utilizes proper hand washing techniques.
4. Participates in meetings, training sessions & seminars as scheduled.
5. Completes other tasks as assigned.