

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Food Service Assistant - Gr.6
FLSA STATUS:	Non-exempt
UPDATED:	March 8, 2005

POSITION OBJECTIVES:

To provide coverage in a variety of food service positions; to perform routine stocking duties; and to perform a variety of skilled tasks in food preparation, cooking and service for the K-8 and high school cafeteria programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform snack bar production work including making bagels and sandwiches.
- Administer the Breakfast Program as needed in the elementary schools.
- Assist with unloading trucks, checking orders, and putting away and rotating stock.
- Comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.
- Provide backup coverage for and/or assistance to the following positions: Food Service Assistant Director, Head Cook, Cafeteria Worker, Food Prep Worker, Cafeteria Coordinator, Snackbar Operator, and Cashier as assigned. Said duties shall involve some or all of the following depending on assignment:
 - Supervise and/or assist with setting up and stocking work areas (including snack bar, cafeteria lines, and production areas) with all necessary food, supplies and equipment.
 - Supervise and assist with or perform a wide range of cooking tasks associated with the preparation of student meals.
 - Oversee and perform basic food preparation tasks, such as cleaning and cutting of fruits and vegetables, preparing of individual portions, slicing of meats and cheeses, and the like.
 - Ensure that foods are maintained at proper temperatures for storing and serving.
 - Ensure that established health and safety procedures are followed.
 - Monitor all foods for quality of taste, texture and appearance.
 - Monitor all food production methods for cost and time efficiency.
 - Make a variety of grilled foods and sandwiches: slice meats, cheese and vegetables; mix sandwich salads; assemble sandwiches; wrap and tray/box for service or delivery to outlets.
 - Serve food to students on service lines.
 - Operate cash register.
 - Plan, supervise, and coordinate all daily cafeteria operations, including food preparation, cooking, service, cashier operations, and clean up.
 - Supervise cafeteria workers and other staff: Assist with training new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist with problems.
 - Plan food quantities based on projected hot lunch and salad bar menus. Order dairy and bread products. Modify standard menus as appropriate to school population.
 - Standardize portion sizes.
 - Maintain inventory of food, supplies and equipment.
 - Perform a variety of record keeping and bookkeeping tasks. Prepare reports for internal use and required by state agencies.
 - Administer free and reduced-price food service programs.
 - Plan, supervise, and carry out the daily operations of a cafeteria snack bar.

- Assist with daily cleaning duties in the cafeteria including cleaning equipment and work areas, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of leftovers.
- Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the building administrator or Food Service Director.

SUPERVISION RECEIVED

Reports to, supervised, and receives assignments from by the Food Service Supervisor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Basic Education (high school or equivalent), plus one year of related food service experience. Broad base of knowledge and skills in quantity food handling, preparation and cooking. Good understanding of institutional kitchen operations/management. Familiarity with public school hot lunch programs desirable.
- Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in units of American money, weight measurement and volume.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- Good personal hygiene.
- Good basic knowledge of inventory control, ordering, menu planning, and quality control methods.

PHYSICAL EFFORT AND STRESS.

While performing the duties of this job, the employee is constantly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

While performing the duties of this job, the employee is constantly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles. The employee is regularly exposed to toxic or caustic chemicals; outside weather conditions; extreme cold and heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.