

## **Food Services Assistant**

### **Purpose Statement**

The job of Food Services Assistant is done for the purpose/s of preparing and serving food items to students and/or school personnel as well as maintaining food service facilities in a safe and sanitary condition.

### **ESSENTIAL Functions**

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient and attractive manner.
- Assists in the collection of money for the purpose of maintaining accurate accounts and helping in bank deposits.
- Cleans utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Participates in meetings, as required, (e.g. in-service training, workshops, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutrition services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutrition services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutrition and projected meal requirements.
- Serves one or more items of hot food for the purpose of meeting mandated nutrition requirements and/or requests of students and school personnel.
- Supports the health and nutrition awareness programs for the purpose of ensuring the mission of the District and the Food and Nutrition Services Department.
- Travels between school sites, as needed, for the purpose of ensuring that adequate staff is available at all sites to perform food services.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: customer service; operation of kitchen equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a department, large work unit, and/or across several small work units; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 5% walking, 90% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** No specific education level is required.

### **Required Testing**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Certificates and Licenses**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health.

### **FLSA Status**

Non Exempt

### **Approval Date**

7/1/2018

### **Revised Date**

1/19/2022

### **Salary Grade**

FNS 11