



# Food and Nutritional Services Description

## Food Service Associate

### Descriptors

**Position Title:** Food Service Associate      **Department:** Food and Nutritional Services  
**Position Classification:** Level I Food Service      **Reports To:** Director of Food Service  
**Exempt Status:** Non-Exempt      **Revision Date:** 1/1/2013  
**Supervisory:** No

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

### Job Summary

Responsible for preparing food to be served to students by complying with all applicable sanitation and health standards and following established food production programs and procedures.

### Essential Duties and Responsibilities

- |   |  |
|---|--|
| <p><b>35% Food Preparation</b></p> <ul style="list-style-type: none"><li>• Pan, cook and store food</li><li>• Prepare food and follow recipes, special diets included</li><li>• Ensure proper temperatures of food</li><li>• Adjust the quantity of food prepared</li></ul> <p><b>35% Serving and Point of Sale (POS)</b></p> <ul style="list-style-type: none"><li>• Serve food according to portion control</li><li>• Replenish serving lines</li><li>• Take temperatures of food</li><li>• Greet customers and promote food service programs</li><li>• Enter purchases into POS</li><li>• Receive monies and make correct change</li><li>• Verify accounts and check for reimbursable meals</li></ul> <p><b>15% Set up and take down</b></p> <ul style="list-style-type: none"><li>• Set up line with condiments, utensils, napkins, liquids and trays</li><li>• Sanitize work surfaces and prepare sanitation materials</li></ul> | <ul style="list-style-type: none"><li>• Set up point of sale</li><li>• Clean and sanitize areas</li><li>• Sweep and pick up floor mats</li><li>• Wash dishes</li></ul> <p><b>10% Recordkeeping and Reports</b></p> <ul style="list-style-type: none"><li>• Record temperatures of food and equipment</li><li>• Record sanitation measurements</li><li>• Tally and record money and checks</li><li>• Prepare day end report</li><li>• Assist with completion of production records</li><li>• Assist in receiving, stocking and storage of food and supplies</li><li>• Properly store food and supplies</li><li>• Follow health department, USDA, local, state and federal guidelines</li></ul> <p><b>5% Professional Development</b></p> <ul style="list-style-type: none"><li>• Attend in-services, workshops, building and department meetings</li></ul> <p><b>Perform other duties as assigned or requested.</b></p> |
|---|--|

### Work Requirements and Characteristics

#### Education/Certification Requirement:

- High School Diploma or equivalent
- Obtain Level 1 certification from School Nutrition Association within 90 days of hire

#### Experience:

- Food service experience preferred

#### Essential skills required to perform the work:

- Ability to read, write and comprehend written and verbal instructions
- Ability to add, subtract, multiply and divide in all units

- Basic computer skills
- Set priorities and deadlines
- Ability to work in a team environment
- Problem solving skills

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates small and large food service equipment
- Utilizes computers, POS, cash kiosk, calculators and department software

## Physical and Mental Requirements

**Physical Job Requirements:**

- Position involves regularly lifting up to 25lbs, frequently lifting up to 40lbs and using assisted lifting techniques for anything over 40lbs
- Position involves standing for extended periods of time
- Position involves stooping, reaching, bending, twisting and climbing
- Position involves repetitive motion
- Position involves listening, speaking clearly and visual acuity
- Position involves smelling and taste testing of food

**Mental Job Requirements:**

- Position requires working under time pressures and meeting deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions

- Position involves overcoming difficult situations when interacting with students and meal choices or POS problems
- Position requires repetitive activities
- Position requires maintaining concentration and attention to detail
- Position requires handling conflict resolution and emergency situations
- Position requires flexibility in job duties and responsibilities

**Hazardous Working Conditions:**

- Exposure to varying temperatures
- Slippery floors
- Moving mechanical parts
- Exposure to noise from equipment and students
- Exposure to airborne pathogens
- Exposure to cleaning and caustic chemicals
- Potential of electrical shock
- Potential injury from equipment

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.