



Job Description
FOOD SERVICE ASSISTANT
Classified

Position Goal: The Food Service Assistant assists in the preparation and serving of food, and in the cleaning and maintenance of kitchen facilities. To accomplish these tasks the Food Service Assistant must work closely with staff and administration.

Reports to: Kitchen Manager, Building Principal, Director of Food Service

Preferred Qualifications:

- High school diploma or equivalent
- Experience in large-scale food preparation
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made)
- Ability to read labels
- Desire to continue career improvements by enhancing skills and job performance

General Responsibilities:

- Prepare and serve food, and clean kitchen equipment as directed
- Maintain a high standard of safety, cleanliness and efficiency in all aspects of job
- See that district policies are observed at all times
- Keep abreast of new information, innovative ideas and techniques
- Implement and follow all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan
- Perform other duties and assume other responsibilities assigned by the Kitchen Manager or other administrative staff

Essential Functions:

- Assist in preparing and serving food
- Assist in cleaning and maintaining kitchen facilities
- Ensure that all activities conform to district guidelines
- Communicate effectively with members of the school district and community
- React to change productively and handle other tasks as assigned
- Appropriately operate all equipment as required
- Support the value of an education
- Support the philosophy and mission of USD 231

Physical Requirements/Environmental Conditions:

- Work in noisy and crowded environments
- Work in/around fumes and odors
- Good physical agility which requires the following:
 - Frequent bending
 - Stooping
 - Turning
 - Kneeling
 - Sitting
 - Standing

- Walking
- Reaching
- Physical exertion to manually move, lift, carry, or pull heavy objects or materials up to 30 pounds, and push materials up to 50 pounds

Terms and Benefits:

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay commiserate with education and experience
- Work days per Food Assistant calendar
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

Revised: September 2015

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution