

Adopted 12/1/94  
Revised 2/03  
Revised 4/09  
Revised 10/15

## **Position Description**

### **FOOD SERVICE ASSISTANT** **(Formerly titled Food Service Worker (FS Worker 2))**

#### **QUALIFICATIONS:**

##### **A. Education**

High School Diploma.

##### **B. Experience**

Minimum of six months in food services operations preferred.

##### **C. Other Considerations and Requirements**

- Ability to work as an effective team member.
- Able to assume responsibilities with minimal supervision.
- Responds in a positive manner to training and constructive feedback.

#### **REPORTS TO:**

1. Food Service Manager
2. Director of Food Services

#### **SUPERVISES:**

Not applicable

#### **JOB GOAL:**

To prepare appealing and nutritious meals that meet the goals and objectives of the Food Service program.

#### **PERFORMANCE RESPONSIBILITIES:**

##### **A. Essential Functions**

1. Assumes responsibilities as directed by the food service manager. Such duties may include cooking, cashiering, serving, baking and cleaning (including dishwashing).
2. When cashiering, accurately performs daily accounting procedures following the Point of Sales (POS) program.
3. Documents all activity (removal of products and supplies) from the supply areas.
4. Assists in the serving of food to students, staff and visitors in a pleasant and efficient manner.
5. Maintains high standards of safety and cleanliness in the school kitchens.
6. Maintains high standards of professional appearance and work habits.
7. Performs daily washing and sterilizing of food service equipment.

**B. Other Duties**

1. Carries out all other duties, which may be assigned by the food service manager or the Director of Food Services.

**TERMS OF EMPLOYMENT:**

Days contracted as per Letter of Agreement

**EVALUATION:**

In accordance with district procedures

**PHYSICAL ACTIVITY REQUIREMENTS****Primary Physical Requirements:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Frequently required   |
| 2. Lift 11 to 25 lbs.:           | Frequently required   |
| 3. Lift 25 to 50 lbs.:           | Occasionally required |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Frequently required   |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Rarely required       |
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Frequently required   |
| 10. Reach at shoulder height:    | Frequently required   |
| 11. Reach below shoulder height: | Frequently required   |
| 12. Push/Pull:                   | Frequently required   |

**Hand Manipulation:**

- |                            |   |
|----------------------------|---|
| 1. Grasping:               | Frequently required                                   |
| 2. Handling:               | Frequently required                                   |
| 3. Torquing:               | Occasionally required                                 |
| 4. Fingering               | Frequently required                                   |
| 5. Controls and Equipment: | Computer, telephone, food service tools and equipment |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Frequently required   |
| 2. Bending:   | Frequently required   |
| 3. Crawling:  | Rarely required       |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Occasionally required |
| 8. Balancing: | Occasionally required |

**Work Surface (s):**

Standard kitchen food preparation surfaces and worktops. Tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |
|--------------------------|--|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required.                                      |

**Specific Vocational Preparation Requirements:**

- |   |              |
|---|--------------|
| 1. Short demonstration only                                   | _____        |
| 2. Any beyond short demonstration up to and including 30 days | _____        |
| 3. 30-90 days   | _____        |
| 4. 91-180 days  | <u>  X  </u> |
| 5. 181 days to 1 year   | _____        |
| 6. 1 to 2 years   | _____        |
| 7. 2 to 4 years   | _____        |
| 8. 4 to 10 years  | _____        |
| 9. Over 10 years  | _____        |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and visitors.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids, knives, hot water and other hot liquids, hot ovens and stovetops.

**Other Considerations and Requirements:**

This is an active position and the employee is required to do physical labor. Employee is typically unable to sit as needed.

Department Head

Signature\_\_\_\_\_

Date\_\_\_\_\_

Human Resources

Signature\_\_\_\_\_

Date\_\_\_\_\_