

FOOD SERVICES AIDE

Purpose Statement

The job of Food Services Aide was established for the purpose(s) of assisting the Lead Person or Manager with the daily operation of preparing, servicing and cleaning up after breakfast and lunch. In addition this position is responsible for serving food to students and/or school personnel as well as maintaining food service facilities in a safe and sanitary condition.

This job reports to the Food Services Lead/Manager or the Food Services Assistant Director and Food Services Director.

Essential Functions

- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment, and storage, food preparation and serving areas (e.g., pots, pans, baking sheets, steam tables, student trays, work areas, floors, trash receptacles, etc.) for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quality of the menu items served in order to comply with mandated health standards.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Attends food services department meetings, in-service training, workshops, etc., for the purpose of gathering information required to perform job functions.
- Maintains equipment, storage, food preparation and serving areas in a safe and sanitary condition (e.g., taking and recording refrigeration equipment temperatures, etc.) for the purpose of complying with current health and safety standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Performs functions of other food services positions at assigned or other locations, as requested by supervisor for the purpose of ensuring adequate staff coverage within food services operations.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Transports food and beverages for the purpose of moving items from storage and preparation areas to the food line.

- Implements participation promotions (e.g., menu contests, seasonal festivities, counting contests, give aways, etc.) for the purpose of building student involvement and increasing student participation in food services programs.
- Maintains student confidentiality (e.g., student eligibility for free and reduced lunch, student account information, etc.) for the purpose of protecting student privacy.
- Inspects food and beverages items for the purpose of ensuring proper cooking and holding temperatures and pleasing taste and appearance.
- Follows SOP's, HACCP guidelines and food safety requirements (e.g., recording storage, cooking, cooling, holding, serving temperatures, etc.) for the purpose of ensuring food safety and general sanitation.
- Adheres to federal, state and local laws for the purpose of ensuring compliance.
- Completes time cards according to district schedules for the purpose of accurate hours reporting and reimbursement.
- Works with coworkers in a pleasant and professional manner for the purpose of creating a professional working atmosphere.
- Follows Food Services Policy, Standardized Recipes, and Training Manual for the purpose of maintaining department standards.

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with interruptions; and maintaining FERPA confidentiality.

Responsibility

Responsibilities include: the safe and efficient preparation and delivery of food to students and school personnel.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 50% walking, and 50% standing. Ability to lift 50 pounds. The job is performed under temperature extremes and in some hazardous conditions.

Experience Food Service Experience Preferred

Education High school diploma or equivalent

Equivalency None specified

Certificates ServeSafe may be required

FLSA Status Non Exempt

Approval Date: 3/2017 RM