

TITLE: FOOD SERVICE ASSISTANT

QUALIFICATIONS:

1. High school diploma or GED.
2. Basic math skills.
3. Strength and stamina to perform job tasks that may include heavy lifting (40-50#).
4. Ability to relate well to children and adults.
5. Such alternatives to the above qualifications as the Coordinator of Food Service may find appropriate and acceptable.

REPORTS TO: Head Cook

EVALUATED BY: Coordinator of Food Service with input from Head Cook.

JOB GOAL: To provide support to the Head Cook and the Coordinator of Food Service by performing certain duties in order to assist the program in achieving its mission. The mission of the Concord School District Food Service department is to strive to treat all children equally, provide healthy, varied, well-balanced, cost efficient meals in a safe and pleasant environment.

PERFORMANCE RESPONSIBILITIES:

1. Follows standards of safety, sanitation, and nutrition in preparing, storing and serving food as instructed by the Head Cook and/or Coordinator of Food Service which are in compliance with local, state and federal regulations.
2. Follows all menus and portioning of foods as instructed by the head Cook and/or the Coordinator of Food Service.
3. Completes work schedule within the given time frame.
4. Offers/accepts new ideas for general improvement of work performance and marketing of the program. Works cooperatively with the Coordinator of Food Service, the Head Cook and kitchen staff to implement those ideas.
5. Reports unsafe working conditions or broken and faulty equipment promptly to the Head Cook and/or the Coordinator of Food Service and works to eliminate those conditions.
6. Reports to work promptly and is ready to work at the designated time.
7. When needed, assists with and trains on, the Food Service computer system.
8. Promotes customer satisfaction through a pleasant attitude, attractive food presentation and participation in marketing activities.
9. Follows dress code.
10. Performs accurate cash counts, etc. when applicable.
11. Performs other duties as instructed by the Head Cook and/or the Coordinator of Food Service.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Coordinator of Food Service in accordance with the Collective Bargaining Agreement.

EVALUATION:

The employee will be evaluated on ability and effectiveness in achieving the responsibilities outlined above and others as assigned. Performance will be reviewed on an annual basis.