

FOOD SERVICE ASSISTANT / MEAL CHECKER/COMET CAFE'
WORKER Class 3A

QUALIFICATIONS:

1. Minimum High school diploma or equivalent.
2. Previous Food Service experience preferred.
3. Serve Safe Certificate.
4. Ability to lift 15-65 pounds, withstand a wide range of temperatures, stand and walk on hard floors 90% of the time and be able to work with chemical agents.
5. Ability to work with various school personnel, students and the Public.
6. Ability to perform math computations, communicate effectively and keep accurate records.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director

SUPERVISES: Food Service personnel under his/her jurisdiction.

JOB GOALS: To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort and benefit of the students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained. Assists in the completion of the Monthly Cleaning Duty Schedule.
2. Follows Food Safety Standards when preparing menu items: follows standardized recipes to maintain food quality, taste and appearance within the scheduled time frame.
3. Assists in the completion of the Production records.
4. Assists in ordering appropriate amounts of food and supplies, stores and uses supplies appropriately.
5. Maintains equipment used in a clean working condition. Reports requests for equipment repairs or replacement.
6. Maintains the required hours of Professional Standards for School Nutrition Professionals.
7. Assists with bag lunches for field trips, and other school related student events.
8. Follows District and Department Policies and Procedures and Daily work schedule.

9. Demonstrates knowledge of USDA regulations. Follows the Meal Pattern requirements.
10. Assists in Food Service Promotions.
11. Performs money collection, Daily Deposit forms and Meal checking duties as assigned.
12. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Director may assign.

WORK SCHEDULE:

The work day shall be established by the Director but shall not exceed 8 hours per day, excluding ½ hour For a duty free lunch, unless other arrangements are approved by the District Administrator. Most individuals in this category will work 5 to 7 hours per day as individually directed by the Director.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.