

JOB DESCRIPTION

TITLE: School Nutrition Helper (Food Service I)
Grade 1, Support Personnel Salary Schedule

REPORTS TO: Food Service III Supervisor and Food Service II, if applicable

QUALIFICATIONS:

Education: High School diploma or equivalent
Food Handler Certification
Serv/Safe Certification Class, as required

Experience: Prior commercial kitchen experience is preferred

Skills: Good public relations skills necessary
Ability to work cooperatively with other co-workers and supervisors
Ability to follow multi-step written and oral directions
Basic computer technology skills including word processing, data entry, email.
(including the ability to use the District “leave request” program)

Knowledge: Knowledge/ability to quickly learn how to properly operate commercial kitchen equipment

Physical Requirements:

- Be able to sit, stand, and walk without fatigue or discomfort
- Be able to lift and carry 25 pounds
- Be able to pull or push 50 pounds

Other: Must possess valid Alaska Drivers’ License

RESPONSIBILITIES:

General Responsibilities:

The Food Service I position is primarily responsible for assisting other Food Service personnel in the preparation, serving and clean-up for the school lunch program.

Responsibility to the District/School Site imposes the following obligations:

- Maintaining consistent and regular attendance
- Being reliable and flexible.
- Having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school
- Being willing to acquire skills needed

- Discussing any specific problems with the supervising staff member or the principal. Using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel
- Acknowledging that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education

Responsibility to self requires each employee to:

- Maintain positive attitudes
- Be responsible for his/her own actions
- Know his/her role and be able to express what that role is to the community in a positive manner.
- Maintain personal cleanliness
- Wear appropriate clothing (avoiding extremes)
- Use appropriate language
- Give full cooperation to the total school staff

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support School Lunch program operation in providing nutritious lunches
- Assist in the maintenance of safe, clean, organized food service facilities
- Assist in inventory/supply storage and accountability

Examples of Duties:

- Washing dishes, utensils, pots/pans manually and with commercial dishwasher
- Responsible for correct use of equipment
- Responsible for serving customers in a friendly courteous fashion
- Assist in preparing food items listed on the menu in amounts needed in a timely fashion
- Responsible for following all established sanitation procedures
- Assist Cook and Manager in ordering food and supplies
- Assist in serving of meal as assigned
- Assist in accountability of food and supplies used daily
- Responsible for food items to be properly stored/thawed
- Check availability of supplies for next day's menu, main meal/vegetables items
- Other duties as assigned from time to time by supervisor

TERMS OF EMPLOYMENT: Based on negotiated agreement between the Delta/Greely School District Board of Education and the Delta/Greely Education Support Staff Association

SUPERVISION: The Food Service I position is supervised by the Business Manager who is responsible for completing an evaluation of the employee at least annually. Input for the evaluation from the Food Service III Manager may be included