AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME FOOD SERVICE SUBSTITUTE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T F/S SUB**	DUTY DAYS:		DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires the ability to understand written and verbal food preparation and safety instructions. Education Requirements are not specified. The incumbent must pass the Food Handler course and exam and obtain their certification within two (2) weeks of employment.

SKILL REQUIREMENTS:

Incumbent must be able to follow basic oral and written instructions and have basic reading, writing and math skills. Incumbent must be able to understand operations, safe work procedures and how to clean kitchen, equipment and small wares. Incumbent must perform at average speed and must demonstrate understanding and competency of material taught during training.

JOB PURPOSE AND RESPONSIBILITY:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices. Incumbent prepares menu items, as assigned, independently or as part of a group. Incumbent sets up, serves meals and snacks. Incumbent cleans the kitchen, equipment and small wares during and following meal services. This position provides good customer service and contribute to the overall mission and quality of the operation. This role will be responsible for implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, energy and water conservation.

ESSENTIAL FUNCTIONS:

- Assist with preparation of high-quality food through following recipes and practicing sound cooking methods.
- Serve on the serving line in compliance with USDA Child Nutrition Regulations.
- Replenish the serving line.
- Abide by all state and local health and sanitation codes and is familiar with HACCP practices and principles
- Operate the dish machine and sanitize dish room area.
- Safely operate and thoroughly clean and sanitize large and small equipment and small wares.
- Rotate on all service and clean-up duties, including sweeping and mopping.
- Assist in putting away grocery items.
- Follows all safety procedures and techniques and promotes safety awareness.
- Responsible for implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, and energy and water conservation.

- Follow district safety protocols and emergency procedure.
- Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
- Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.
- Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent will travel around the district to work where needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds). Seek help or utilize a cart for items greater than 25 pounds.

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the appropriate supervisor of the department. Incumbent may be supervised by a Manager in Training and may receive some work direction from Specialists. Incumbent will have regular contact with other Food Service staff, students, and other Austin ISD personnel.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	