

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Title:	Food Services Assistant I	FLSA Status: Non-Exempt, Hourly
Pay Program:	Classified	Pay Schedule: Unit C, Food Service
Reports to:	Food Services District Managers	Pay Range: Grade 1
Prepared/Revised Date:	Spring 2016	Work Year: 10 months

SUMMARY: The Food Services Assistant I with the Kitchen Satellite Lead is responsible for the proper reheating of main course items and side dishes, preparing salad bar setup and maintenance during service, service line set up and presentation and serving of meals; kitchen cleaning as part of maintaining a safe food production and service environment. Food Services Assistants are also responsible, as assigned, for recordkeeping of temperatures and production, inventory counting and cashiering duties including; proficient operation of QSP point of sale software system recording meal sales, recordkeeping, money collection and all other functions of QSP including processing advanced payments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Job Tasks Descriptions
1. Understands and is able to communicate the philosophy of the BVSD Food Services Program and on a daily basis helps to deliver information to the school population about the food, the sources of the food, the recipes and the overall program.
2. Participates in the proper reheating of main course items, side dishes and salad bar preparation and serving of meals according to the BVSD FS Department Standard Operating Procedures.
3. Participates in the proper receiving, storage and inventorying of all foodstuffs, paper, chemicals and dry stores, according to the BVSD FS Department Standard Operating Procedures.
4. Ensures the freshness of all prepared items by implementing the proper rotation of food items prepared, properly wrapping and labeling prepared food items, and preparing only the amounts of food items as assigned.
5. Participates and maintains the cleanliness and sanitation of the kitchen, cafeteria and storage areas under the auspices of FS Department, including, but not limited to, walk-ins, refrigeration, freezers, dry storage and FS site office areas.
6. Participates in the meal service periods assigned either as a server or cashier, dependent on the school site's needs. Follow menu instructions, portion sizes; utilize proper equipment.
7. Maintains a smooth flow of service and works closely with co-workers to assure that the students, staff and faculty have a pleasurable dining experience.
8. Assists in the accurate inputting of all production and meal count data required for compliance with the National School Lunch Program.
9. Assists Kitchen Satellite Lead in accurate reporting of all sales transactions, account balances, collection of funds, processing of advanced payments and preparation of daily deposit slips.
10. Records and maintains temperature logs for equipment, food production and food transport, as outlined in the BVSD FS Standard Operating Procedures.
11. Foster district commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment.
12. Establish positive relations with internal and external customers, including students, staff, and school administration, parents, and community members.
13. Perform other duties as assigned

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma, completion of G.E.D., or equivalent.

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

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Special Licenses, Registrations, or Certifications (Use additional space in margins if required.)	Required At Entry?	Must acquire after ? months (Indicate # of months)
1. Pass Online Food Safety Training Assessment		By completion of probationary period
2. ServSafe Certification		When offered upon hire and every 5 years thereafter.
3. A criminal background check is required for hire	Y	
4. Offer contingent upon passing a post offer physical	Y	

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Intermediate oral and written communication skills
- Intermediate English language skills
- Intermediate interpersonal relations skills
- Basic math and accounting skills
- Ability to manage confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Basic personal computer, keyboarding, and word processing skills
- Intermediate customer service and public relations skills
- Basic critical thinking and problem solving skills
- Basic organizational skills
- Ability to stand for extended periods of time
- Ability to lift 40lbs on a frequent basis
- Understand and follow all HACCP Standard Operating Procedures

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

Special Equipment Operating Requirements (Use additional space in margins if required.)	Required At Entry?	Must acquire after ? weeks/months (Indicate # of wks/mths)
1. Computers and peripherals		Within probationary period
2. Kitchen Equipment		Within probationary period

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

Reports to: Title: Food Service Managers supervise FSAs, KSLs directs the work in the kitchen of FSA

SAFETY TO SELF AND OTHERS:

**Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others.
Report all unsafe working conditions.**

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SAFETY EQUIPMENT:

- Sturdy shoes with oil resistant and non slip soles required
- Food thermometer required (provided)
- Food handler's gloves required (provided)
- Protective gloves for dishwashing required (provided)