



# Food and Nutrition Services Description

## Food Service Associate

### Descriptors

<b>Position Title:</b>	Food Service Associate	<b>Department:</b>	Food and Nutrition Services
<b>Position Classification:</b>	Level I Food Service	<b>Reports To:</b>	Director of Food Service
<b>Exempt Status:</b>	Non-Exempt	<b>Revision Date:</b>	July 2019
<b>Supervisory:</b>	No		

**Approval:** \_\_\_\_\_  
(Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
(Superintendent)

### Job Summary

Responsible for preparing food to be served to students by complying with all applicable sanitation and health standards and following established food production programs and procedures.

### Essential Duties and Responsibilities

- 30% Food Preparation**
  - Pan, cook and store food
  - Prepare food and follow recipes, special diets included
  - Ensure proper temperatures of food
  - Adjust the quantity of food prepared
  - Properly store food and supplies
  - Follow health department, USDA, local, state and federal guidelines
  - May be required to assume responsibility of Food Service Manager
- 40% Service**
  - Enter purchases into POS
  - Receive money and enter into their meal account, make change as necessary
  - Verify accounts and check for reimbursable meals
  - Serve food
  - Replenish serving lines
  - Take temperatures of food and record
  - Greet customers and promote food service programs
- 5% Professional Development**
  - Attend in-services, workshops, building and department meetings
- Perform other duties as assigned or requested.**
- 15% Set up and take down**
  - Set up line with food, condiments, utensils, napkins, beverages and trays
  - Prepare sanitation materials
  - Set up and breakdown point of sale
  - Clean and sanitize areas
  - Sweep and pick up floor mats
  - Wash dishes
  - Update program and menu signage
- 10% Recordkeeping and Reports**
  - Record temperatures of food and equipment
  - Record sanitation measurements
  - Prepare and record money and checks
  - Prepare day end report
  - Record data for production records
  - Assist in receiving, stocking and storage of food and supplies

## Work Requirements and Characteristics

### Education/Certification Requirement:

- High School Diploma or equivalent
- Obtain Level 1 Certification from School Nutrition Association within 90 days of hire

### Experience:

- Food service experience preferred

### Essential skills required to perform the work:

- Ability to read, write and comprehend written and verbal instructions
- Ability to add, subtract, multiply and divide in all units
- Basic computer skills
- Ability to set priorities and deadlines
- Ability to work in a team environment
- Problem solving skills

### Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates small and large food service equipment
- Utilizes computers, POS, cash machine, calculators, department and District software programs

## Physical and Mental Requirements

### Physical Job Requirements:

- Position involves regularly lifting up to 25lbs, frequently lifting up to 40lbs and using assisted lifting techniques for anything over 40lbs
- Position involves standing for extended periods of time
- Position involves stooping, reaching, bending, twisting and climbing
- Position involves repetitive motion
- Position involves listening, speaking clearly and visual acuity
- Position involves using your senses to distinguish smells and temperatures

- Moving mechanical parts
- Exposure to noise from equipment and students
- Exposure to airborne pathogens
- Exposure to cleaning and caustic chemicals
- Potential of electrical shock
- Potential injury from equipment

### Mental Job Requirements:

- Position requires working under time pressures and meeting deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position involves overcoming difficult situations when interacting with customers and meal choices or POS problems
- Position requires repetitive activities
- Position requires maintaining concentration and attention to detail
- Position requires handling conflict resolution and emergency situations
- Position requires flexibility in job duties and responsibilities

### Hazardous Working Conditions:

- Exposure to varying temperatures
- Slippery floors

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.