

Revision Date: December 2010

POSITION TITLE:

Production Associate

REPORTS TO:

Production Coordinator and Food & Nutrition Director

TERMS OF EMPLOYMENT:

District 318 Service Employees Association
Class B, Subdivision Classification 1.E Step 1 &/ Step 2
Certified 168 days/yr

BASIC RESPONSIBILITIES:

Performs production functions and serves students for the Food & Nutrition Department and other related duties as assigned by the Food & Nutrition Director

QUALIFICATIONS:

Education Required:

High School Diploma / GED

Education Preferred:

Successful completion of certification program SNA (School Nutrition Association) or ability and willingness to become certified within 1 year

Skills Required:

Demonstrate an ability to communicate effectively. Use quantity food production equipment. Follows standardized recipes. Function as a team player.

Skills Preferred:

Demonstrate an ability to communicate effectively. Use quantity food production equipment. Follows standardized recipes. Function as a team player.

Experience Required:

Two years of successful experience in quantity food production

Experience Preferred:

Two years of successful experience in school food service

POSITION TITLE:

Production Associate

DUTIES:

1. Handles and prepares food in accordance with State and Federal Regulations.
2. Estimates food production needs.
3. Utilizes leftovers.
4. Labels, dates and correctly stores food items.
5. Cleans production area.
6. Assists in ordering food and supplies.
7. Prepares production related records.
8. Practices proper sanitization and safety techniques.
9. Sets up serving line in appealing and organized manner.
10. Serves students in a pleasant and positive manner.
11. Prepares food as assigned by the production coordinator
12. Cashiers when necessary
13. Attends scheduled inservices, employee meetings and seeks continuing education

Essential Tasks:

- Ability to vertical lift up to 50 pounds from ground level to shoulder
- Demonstrates ability to function as a team player