

## SCHOOL DISTRICT OF INDIAN RIVER COUNTY

### FOOD SERVICE ASSISTANT

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Six (6) months school food service experience or related experience.
- (3) Completion of one (1) school food service training course during the first year of employment.
- (4) Valid Florida driver's license.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of safety and sanitation procedures. Ability to work harmoniously with students, faculty, staff and fellow workers and provide friendly food service to participants. Ability to demonstrate skill in clean-up and serving food. Ability to work at a fast pace and stand for long periods of time.

#### REPORTS TO:

Food Service Manager

#### JOB GOAL

To perform work necessary for preparing and serving nutritious and attractive meals in accordance with federal, state and local regulations.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Prepare menu items as assigned.
- \*(2) Clean and sterilize work areas and equipment.
- \*(3) Label and store food properly and assemble food and supplies for the next day.
- \*(4) Serve on the serving line or as cashier.
- \*(5) Maintain records on foods and supplies used.
- \*(6) Assist in setting up serving area and keeping it stocked with necessary items.
- \*(7) Check in deliveries from vendors as directed.
- \*(8) Store food items at the proper temperature.
- \*(9) Retrieve food and non-food items from storage as instructed.
- \*(10) Demonstrate initiative in the performance of assigned duties.
- \*(11) Drive department van as needed.

##### Employee Qualities/Responsibilities

- \*(12) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

**FOOD SERVICE ASSISTANT (Continued)**

- \*(13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(14) Report to work in a clean, neat uniform and wear hair restraint and gloves during entire shift, and a lower back support as needed.
- \*(15) Ensure adherence to good safety standards.
- \*(16) Use kitchen equipment safely and properly.
- \*(17) Maintain confidentiality regarding school/workplace matters.
- \*(18) Model and maintain high ethical standards.
- \*(19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \*(21) Exercise service orientation when working with others.
- \*(22) Keep supervisor informed of potential problems or unusual events.
- \*(23) Use effective, positive interpersonal communication skills.
- \*(24) Respond to inquiries and concerns in a timely manner.

**System Support**

- \*(25) Exhibit interpersonal skills to work as an effective team member.
- \*(26) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(27) Demonstrate support for the school district and its goals and priorities.
- \*(28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(30) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Support Personnel	Pay Grade 3	186 days worked per year (9 months)
FLSA Non-Exempt		

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.