

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 4	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.