



SUMMER FEEDING PROGRAM/SUMMER SCHOOL ASSISTANT

Rev. May 2020

Job No.: 0028

Reports to: CNS Assistant Director

Dept./Campus: Child Nutrition Services

FLSA Status: Non-exempt

Pay Grade: Seasonal/Part-Time

Term: Summer Schedule

PRIMARY PURPOSE

To assist with the food preparation and serving operation in the Leander ISD Summer Feeding program environment in accordance with Texas Department of Agriculture Guidelines and LISD policy.

MAJOR RESPONSIBILITIES AND DUTIES

- Reviews daily menu; calculates quantities of food to prepare; assembles ingredients; cooks, bakes, or prepares salads following sanitary food preparation guidelines; monitors and records temperatures during preparation; and checks food items for taste and appearance.
- Receives stock; assists in maintaining an accurate inventory; puts up food and supplies on shelves and dates them; rotates stock as necessary; and identifies food and supplies to be ordered.
- Sets up serving line and serves meals to students and staff.
- Removes soiled dishes; cleans up the serving line; mops, sweeps, and operates the dishwasher; assists with all other work necessary to restore the kitchen, eating, and storage areas to sanitary standards.
- Ensure proper accounting of reimbursable meals are provided and recorded as set by SFP regulations.
- Demonstrate sound decision making with the lack of constant supervision.
- Ability to direct others to set up, serve, and replenish food from cambros, coolers and breaking down stations at the end of the meal period.
- Ensure that all necessary production is taking place and quality is at prescribed levels.
- Understand and implement sanitation standards.
- Financial responsibilities as it relates to the overall operation of the TDA and Summer Food Program.
- Ensure that all staff follows all school district, health department, SFE regulatory rules and procedures.
- Ensure that all necessary paperwork is completed, along with tracking, ordering and inventorying food and supplies for kitchen operation.
- May assist with kitchen duties between cashiering responsibilities when time permits.
- May require cash handling responsibilities.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISOR RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Food Handlers card from Williamson County or Travis County Health Department.
- Valid Texas Class "C" Operator's Driver's License.
- Driving record must meet district standard for driving district vehicles.
- Minimum two years experience in school food production. Summer feeding program experience preferred.
- Bilingual preferred but not required.

Knowledge/Skills/Abilities:

- Knowledge of food preparation and serving practices, kitchen safety and sanitation standards, and simple arithmetic.
- Skill in food preparation, communication, planning and organizing; and operating kitchen equipment and utensils.
- Ability to follow recipes; maintain records of items and quantity used; have a pleasant demeanor and work well around others; operate cash register; and understand and follow verbal and written instructions.

Physical/Mental/Environmental Demands:

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Ability to multi-task.
- Work in kitchen environment where temperatures are sometimes high.
- May be exposed to cold and freezing temperatures.
- Must be able to work around equipment producing steam and hot temperatures.
- May be exposed to strong smells from food products.
- May be exposed to intermittent sounds of a loud nature.
- Move about on wet or slippery floors.
- Needs to be able to move kitchen and food supplies up to 50 pounds regularly.
- Must be able to stoop, kneel, sit and bend to perform cafeteria duties.
- Needs to be able to move around kitchen and cafeteria to prepare food and assist in cafeteria management.
- Must be able to stand in stationary position for sustained periods of time.
- Must be able to work dates specified by Summer Food Program
- Must be able to work between the hours of 7:00 am until approximately 2:00 pm
- Delivery and transport of product with portable coolers and cambros.
- The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.