



ASD JOB DESCRIPTION

TITLE: FOOD SERVICES CLERK & ASSISTANT COOK

POSITION SUMMARY OR PURPOSE

The Assistant Cook & Food Services Clerk is responsible for assisting the School Food Services Director in managing the organization's food service program, ensuring that students receive nutritious and delicious meals that comply with federal and state regulations. They will assist the Head Cook in providing each school child with attractive and nutritious meals in an atmosphere of cleanliness, cheerfulness, and personal caring, ensuring the cleanliness of the kitchen, its surfaces, floors, appliances, cutlery, dishes, etc.

QUALIFICATIONS

1. High School diploma, or GED, required.
2. 3+ years of experience in food service, with a track record of successful working relationships.
3. Computer proficiency with Microsoft Office Suite, Google Suite, Website, Social Media, Webinar and Meeting platforms.
4. Familiarity with menu planning and meal preparation techniques that meet nutritional standards and promote healthy eating habits.
5. Strong communication and collaboration skills.
6. Ability to work well under pressure and manage multiple projects simultaneously.
7. Familiarity with food handling procedures and accepted health practices.
8. Ability to produce quantity and quality meals and operate equipment safely and efficiently.
9. Physically able to do heavy work.
10. Demonstrate aptitude or competence for assigned responsibilities.
11. Ability to communicate concerns with the Food Services Manager.
12. Ability to maintain records, forms and order in an accurate, usable manner, including menu planning and food purchasing.

SKILL SETS

DECISION MAKING: An example of a typical decision made by an individual in this position is to interpret policies/procedures and best practice regarding food and nutrition services.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general technical procedures and governmental regulations. Ability to write reports, business correspondence.



REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

TECHNOLOGY SKILLS: Proficient use of technology which includes: basic operations and concepts, word processing, spreadsheets, internet usage, critical evaluation of information, data analysis, email, integration of technology.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in school food and nutrition services. Ability to establish and maintain effective working relationships with staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.

PHYSICAL DEMANDS

The work requires periods of light physical activity and requires long periods of time standing and/or walking. Most of the work is performed in the office setting. Typically the position requires the employee to work in an office and cafeteria environment; lift and carry up to 20 pounds; reach, hold, grasp, and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, use of specific food services terminology, and use of normal or aided vision and hearing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending on the activity in the particular part of the day.

This information contained in this job description is for compliance with the American with Disabilities Act. (ADA) and is not an exhaustive list of the duties performed for this position.

REPORTS TO

Food Services Manager, Superintendent or person designated by the Board or the superintendent.

JOB GOAL

To assure the smooth and efficient operation of the District Food Services Program so that the office's maximum positive impact on the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

Implement a comprehensive food service program that meets federal and state regulations and provides nutritious and delicious meals to students.

1. Assist in planning and oversee the menu development process, ensuring that meals are balanced, healthy, and culturally diverse.
2. Assist in the procurement and inventory of food and supplies, ensuring that they are purchased within budget constraints and comply with federal and state regulations.
3. Implement policies and procedures related to food service operations and ensure that they comply with federal and state regulations.
4. Completes correspondence, reports, forms and documents generated by the Department of Education and Cultural Affairs and the school administration.
5. Assists in the planning and preparation of any special meals required for district sponsored events.
6. Prepares the meals as described on the master menu plan.
7. Helps serve the meals.
8. Keeps equipment clean and in running order. Reports all repair problems to the Food Services Manager.
9. Maintains the trash and garbage collection area in a neat and sanitary fashion.
10. Washes dishes.

TERMS OF EMPLOYMENT:

SALARY: Based upon District's adopted salary schedule

WORK SCHEDULE: 6-10AM, 8-12 PM, or 10:00-2:00 PM Monday through Thursday or as set by the Superintendent and Food Services Manager

WORK YEAR: 152 days per year as designated by the annual school calendar.

BENEFITS: Full benefits as per policy

FLSA STATUS: Non-exempt/Classified

Follows the teaching schedule for vacation days.

EVALUATION:

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

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature: _____

Date: _____



APPROVED BY BOARD OF EDUCATION: 1.23.10

REVIEWED: 1.23.10

Latest revision approved by Superintendent: 5.3.23

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