

JOB DESCRIPTION
Spring Lake Public Schools
Food Service Department

Title: Food Service Assistant

School: Spring Lake Middle/Intermediate School

General Job Summary: Assists with the daily food preparation for lunch service at an individual school and helps perform general cleaning duties throughout the kitchen as assigned by the lead. The daily assignments require knowledge of quantity cooking, food substitution and food safety regulations.

Hours: 8:30 am – 1:30 pm / Monday – Friday

Directly Reports To: Kitchen Lead & Food Service Director

Essential Job Functions:

1. Assists with the daily food preparation for lunch service.
2. Cooperatively and effectively work with building staff and students to make a positive contribution to the Spring Lake Public Schools Food Service Department.
3. Responsible for a specific station during service & clean up of that station following meal service.
4. Serve students and staff in a friendly and efficient manner.
5. Stock, display and present merchandise.
6. Assist with receiving & stocking of food and supplies.
7. Perform various tasks throughout the kitchen as assigned by the lead building person and/or Food Service Director.
8. Communicate in a professional manner and demonstrate a positive attitude toward students, kitchen staff, parents and SL facility.
9. Need to be able to operate ovens, stoves, microwaves, garbage disposal, steam table, computer and POS (Point of Sale) system, kitchen utensils and small equipment.
10. Demonstrate a positive attitude toward students & staff.
11. Able to react to change productively and handle other essential tasks as assigned.
12. Follow excellent personal hygiene standards and kitchen safety per ServSafe guidelines to help minimize the risk of food-borne illnesses.

Job requirements:

- Basic knowledge of the meal patterns and nutrition standards required for the National School Lunch Program

- Physical demands required to perform the Job's functions include; significant lifting, carrying, pushing and/or pulling, standing, walking, reaching & bending
- Ability to lift items weighing up to 50 pounds
- Operation of basic kitchen utensils and equipment; stove, convection oven, rational combi oven, steamer, hot box, microwave, garbage disposal, dishwasher, steam tables & cash register
- Collaborative team-player
- Strong attention to detail and quality of food
- Ability to multitask and stay organized
- Student first mentality
- Basic knowledge of food safety and sanitation requirements
- Passionate about food and nutrition