

**Spring Lake Public Schools
Food Service Department
Job Classification**

Position: Food Service Assistant

School: Spring Lake Intermediate / Middle School

Hours: 7:30 – 1:30 pm Monday – Friday

General Job Summary: We are seeking a dependable, team-oriented individual to join our middle school food service team! This position plays an important role in providing nutritious meals to students in a safe, efficient, and welcoming environment.

Responsibilities include preparing and serving lunch, operating the point-of-sale (POS) system to accurately process student meal transactions, maintaining accurate meal accountability, and providing friendly customer service to students and staff. Additional duties include washing dishes, cleaning tables between lunch periods, managing trash, and completing other tasks as assigned by the lead.

Daily responsibilities require knowledge of batch cooking, food substitutions, food safety and sanitation practices, and compliance with USDA nutritional guidelines. The successful candidate will be dependable, detail-oriented, efficient, and able to work collaboratively in a fast-paced environment while maintaining a positive attitude.

Responsibilities

- Assist with daily food preparation and meal service following standardized recipes, production records, and established portion sizes.
- Serve students and staff in a friendly, efficient, and professional manner while fostering a positive dining experience.
- Operate the point-of-sale (POS) system accurately to process meal transactions and maintain meal accountability.
- Restock food items and maintain proper storage and inventory practices in accordance with food safety standards.
- Assist with receiving, checking, and stocking food and supplies.
- Operate kitchen equipment safely and effectively, including ovens, steamers, dishwashers, steam tables, and other food service equipment.
- Perform daily cleaning and sanitation tasks, including dishwashing, sanitizing equipment and work surfaces, wiping and storing tables, sweeping, mopping, and trash removal.
- Follow district food safety, sanitation, personal hygiene, and workplace safety procedures at all times.
- Adapt to changing operational needs, including menu substitutions, product shortages, staffing adjustments, and other duties as assigned by the Lead or Food Service Director.

Qualifications

- Basic knowledge of food preparation methods, food safety practices, and sanitation requirements.
- Basic understanding of meal pattern and nutrition standards associated with the National School Lunch Program.
- Ability to work collaboratively as part of a team and maintain positive working relationships with students, staff, parents, and community members.
- Strong attention to detail, organization, and quality standards.
- Ability to multitask, prioritize responsibilities, and work efficiently in a fast-paced environment.
- Ability to learn and utilize food service technology, including point-of-sale (POS) systems.
- Ability to operate kitchen equipment and utensils safely and effectively.
- Ability to react positively to change and adapt to evolving workplace needs.
- Physical ability to stand, walk, bend, reach, push, pull, and lift throughout the workday.
- Ability to lift and carry items weighing up to 50+ pounds.

Potential Position Benefits:

- PTO (holidays, vacation, snow days & sick leave)
- Optional district contribution to 403(b) or FSA account
- Uniform reimbursement
- Summers off!

