



Job Description: Food Services Assistant

<u>Date Updated:</u>	December 2021	<u>FLSA Status:</u>	Non-Exempt
<u>Reports To:</u>	Food Services Director	<u>Employee Group:</u>	Support
<u>Hours Per Day:</u>	Varies	<u>Days Per Year:</u>	School Year

Job Summary: Assist the Food Services Manager in preparing and serving the students nutritional meals while projecting a positive image.

Qualifications:

- High school diploma or GED
- Experience in food preparation
- Current (dated within five years) Child Abuse, PA State Criminal History and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code

Duties and Responsibilities (including but may not be limited to):

1. Assist in food preparation, food serving, and cleaning of the kitchen and surrounding food service areas.
2. Assist with storing food and supplies when delivered.
3. Gather and wash dishes, utensils, and trays.
4. Balance and secure all monies and prepare for deposit each day in a timely and accurate manner.
5. Monitor free and reduced-price lunches and rosters.
6. Complete daily reports.
7. Demonstrate positive human relation skills and team building.
8. Provide clerical assistance, as needed.
9. Attend training as dictated by supervisor.
10. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Food Services Director, or designee.

Physical Demands:

- Ability to walk, stand, and sit for extended periods of time
- Ability to climb stairs, bend and twist
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Occasionally lift/push and/or move at least 20 pounds
- Occasionally stoop, kneel or crouch

Sensory Abilities:

- Close vision, distant vision and depth vision perception
- Good hearing abilities
- Able to speak clearly and distinctly
- Able to read correspondence/computer screens

Work Environment:

- Standard cafeteria setting including standard food services equipment



WEST YORK AREA SCHOOL DISTRICT

Every Student Every Day

Required Knowledge, Skills and Abilities:

- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.
- Must be able to read/write/correspond clearly, concisely, and effectively at a level required by the position, and perform computations
- Interpret and follow district policies, regulations, and work rules; and exercise good judgement.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of West York Area School District.

Hiring Practice: The school district's hiring policy is that the best candidate will be selected based on the recommendation of the interview team and the Superintendent or designee.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

Employee Name Printed

Employee Signature

Date