ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
ASSISTANT I -- FOOD AND NUTRITION SERVICES
JOB DESCRIPTION

JOB CODE: 760231, 760233, 760235

BARGAINING UNIT ELIGIBILITY: Yes

FLSA: Non-Exempt

PAY GRADE: 22

SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:
(1) High School Diploma or GED.
(2) Successful experience in food service, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of sanitation and work safety procedures following the ServSafe® guidelines. Knowledge of food preparation procedures. Ability to follow instructions and complete responsibilities guided by established practices. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators. Ability to provide professional and cordial service to customers. Ability to operate a computer terminal. Ability to communicate effectively both orally and in writing.

REPORTS TO:
Manager -- Food and Nutrition Services

JOB GOAL
To assist in providing a safe and efficient school food and nutrition service program in compliance with local, state, and federal regulations.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
*(1) Perform work in the school food service facility in accordance with regulations, policies and procedures.
*(2) Operate computer terminal for cashiering activities.
*(3) Prepare and serve food as assigned.
*(4) Perform custodial, dish room, and/or storeroom duties as assigned.
*(5) Maintain high standards of sanitation and work safety.
*(6) Operate and maintain food service equipment in a safe and skillful manner.
*(7) Maintain effective working relationship with manager and other employees.
*(8) Provide cordial and professional service to students and others.
*(9) Maintain records and reports as required by manager.
*(10) Operate computer based point-of-sale system.
*(11) Serve on school/district committees as required or appropriate.
*(12) Adhere to applicable safety standards.

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*(13)   Attend all staff meetings and workshops.
*(14)   Be knowledgeable of and adhere to Board policies and departmental procedures.
*(15)   Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(16)   Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(17)   Demonstrate initiative in the performance of assigned responsibilities.
*(18)   Demonstrate support for the school district and its goals and priorities.
*(19)   Exhibit interpersonal skills to work as an effective team member.
*(20)   Follow attendance, punctuality and proper dress rules.
*(21)   Maintain confidentiality regarding school/workplace matters.
*(22)   Maintain expertise in assigned area.
*(23)   Manage time efficiently.
*(24)   Model and maintain high ethical standards.
*(25)   Participate in cross-training activities as required.
*(26)   Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(27)   Prepare all required reports and maintain updated and accurate records.
*(28)   Represent the District in a positive and professional manner.
*(29)   Respond to inquiries and concerns in a timely manner.
 (30)   Perform other duties as assigned.
*(31)   May be required to work beyond the 40-hour week.

Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 09

Adopted 8/2/11