DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Food Service Assistant Floater **Wage/Hour Status:** Non-Exempt

Reports to: Cafeteria Manager **Rate of Pay:** AUX-1

Dept. /School: Nutrition Services Department/Assigned **Date Revised:** 11/4/2021

Primary Purpose: To temporarily replace a regularly assigned Food Service Assistant who is not present for duty. Prepare and serve appropriate quantities of food to meet menu requirements and maintain high standards of quality in food production, sanitation, and safety practices in the absence of a full-time Food Service Assistant.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills:

- Ability to understand food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic arithmetic operations

Experience:

None

Major Responsibilities and Duties:

Food Preparation and Serving

- Prepare quality food according to a planned menu of tested, uniform recipes.
- Serve food according to meal schedules, departmental policies, and procedures.
- Practice and promote portion control and proper use of leftovers.
- Supervise storage and handling of food items and supplies. Maintain a clean and organized storage area.

Safety and Sanitation

- Operate tools and equipment according to prescribed safety standards
- Follow established procedures to meet high standards of cleanliness, health, and safety
- Keep garbage collection containers and areas neat and sanitary
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
- Maintain personal appearance and hygiene

Other

- Handle and record cashier functions accurately.
- Help record food requisitions and orders necessary supplies.
- Maintain daily food preparation records.
- Promote teamwork and interaction with fellow staff members.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____