

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## FOOD SERVICE ASSISTANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience in quantity cooking, food preparation/serving.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Assists with quantity food preparation. Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met. Sets-up/breaks down serving lines (salad bar, hot food, al a carte, etc.) Operates the register or terminal, counts money, makes change, and completes reports.

#### REPORTS TO:

Principal

#### JOB GOAL

To prepare and serve meals for the food service program at the school level in an efficient and effective manner, while assuring satisfaction of nutritional requirements for students and staff in accordance with local, state and federal requirements.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Serves in any capacity deemed necessary by the manager.
- \*(2) Follows standardized recipes to prepare and serve meals for the school feeding program; follows schedules for satisfactory clean up when meal is finished.
- \*(3) Maintains a clean, safe environment.
- \*(4) Informs manager of any equipment malfunction or breakdown, breakage or bad food.
- \*(5) Maintains a neat, orderly place in which to work.
- \*(6) Informs the manager when it is necessary to be absent.
- \*(7) Continually strives to gain more knowledge by attending training programs/workshops.
- \*(8) Works with other phases of the school program and community when needed.

##### Employee Qualities/Responsibilities

- \*(9) Meet and deal effectively with the staff members, students, administrators and other contact persons using tact and good judgment.
- \*(10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(11) Adhere to minimum standards for food service safety and cleanliness to ensure adherence to good safety standards.
- \*(12) Model and maintain high ethical standards.

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- \*(13) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \*(14) Exercise service orientation when working with others.
- \*(15) Keep manager/supervisor informed of potential problems or unusual events.
- \*(16) Use effective, positive interpersonal communication skills.
- \*(17) Respond to inquiries and concerns in a timely manner.

**System Support**

- \*(18) Exhibit interpersonal skills to work as an effective team member.
- \*(19) Follow all federal and state laws as well as School Board policies, rules and regulations.
- \*(20) Demonstrate support for the school district and its goals and priorities.
- \*(21) Demonstrate initiative in identifying potential problems and recommending opportunities for improvement.
- \*(22) Maintain all appropriate records.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

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

Board approved: May 8, 2012