

School Food Service Assistant – Job Description

Report To: School Food Service Manager

Qualifications:

1. No minimum educational requirements.
2. Ability to read and interpret documents, instructions, procedures, and menus.
3. Ability to relate well to students, staff members, and co-workers.

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Assist in the preparation and serving of food, to include the operation of all kitchen equipment.
5. Assist with the setup of cafeteria and serving lines.
6. Assist in clean up of utensils, equipment, and kitchen area.
7. Assist with restocking and inventory of food supplies.
8. Perform all duties in accordance with defined safety and sanitation standards.
9. Follow approved procedure for collecting meal payments and recording meals by category.
10. Attend approved training sessions, professional learning activities, and meetings as required.
11. Perform other duties as assigned by supervisor.