



EMPLOYEE NAME: _____

Revised: 11/87; 4/88; 1/89; 4/89; 7/89; 12/90; 9/91; 4/92; 6/92;
5/93; 7/93; 1/94; 11/94; 5/95; 2/96; 10/96; 12/97; 5/02; 10/03; 06/05;
11/06; 3/08; 4/08; 10/08; 12/08; 7/10; 10/12; 6/16; 8/16; 6/18; 3/23

JOB DESCRIPTION

POSITION TITLE: Food Service Assistant	JOB CODE: 410C
DIVISION: Business Services	SALARY SCHEDULE: Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services	WORKDAYS: 180
REPORTS TO: Manager, Food and Nutrition Services	PAY GRADE: NW14
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Perform food service duties as assigned by the manager.	

REQUIREMENTS:

1.	Educational Level: None; High School Diploma or GED preferred
2.	Certification/License Required: None, there is an Orientation for Nutrition Employees [ONE] course provided by the Food & Nutrition Services Department that is required to be completed during the first few months of employment.
3.	Experience: None required, training for all essential duties will be provided.
4.	Physical Activities: Job responsibilities require the following physical activities and demands: bending and lifting items weighing a maximum of 50 lbs., walking and standing on cement floor over a 4 – 7.5 hour shift with breaks, climbing up and down ladders, and have hands in water; working for extended periods in extreme temperatures from hot to sub-zero, climbing up and down ladders, putting hands in hot and cold water, and using cleaning chemicals in solution, aerosol and/or powder form.
5.	Knowledge, Skills, & Abilities: The ability to follow and implement written and verbal instructions as presented in English, along with basic math and basic computer skills, and excellent customer service and teamwork skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares, cooks, and serves food in accordance with established food safety procedures.
3.	Follows daily production schedules, including preparing recipes as written.
4.	Follows food safety guidelines for personal hygiene and practices safe hand washing.
5.	Cleans and sanitizes all utensils, equipment used, mop floors and dispose of garbage.
6.	Utilizes and stores cleaning chemicals (solutions, aerosols, and powders) following established procedures.
7.	Participates in training, in-service, and learning opportunities.
8.	Adheres to personnel requirements as outlined in the CCSD Administrative Rules, CCSD Employee Handbook, and the FNS Employee Handbook.
9.	Communicates effectively and promotes good public relations with students, teachers, parents, and administrators.
10.	Works with peers/supervisors in a cooperative manner and assists others when needed.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

