

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FOOD SERVICE ASSISTANT I

SALARY SCHEDULE: SSP2

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Able to read and write the English language (preferred)
 [Minimum Eighth (8th) Grade Education.]

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use food service equipment related to assignment. Ability to communicate effectively, both orally and in writing. Ability to follow directives and work as a team member. Ability to be flexible as time associated with each duty varies with tasks assigned.

REPORTS TO:

Manager, Food and Nutrition Services

JOB GOAL

To perform skilled work in the preparation and service of food that covers all phases of the Food and Nutrition Services Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare all food items as directed.
- * (2) Perform serving tasks as assigned.
- * (3) Perform cleaning and sanitation tasks as assigned.
- * (4) Perform cash collection tasks as assigned.
- * (5) [Collect cash and fill out accounting form as directed.] Perform storage tasks as assigned.
- * (6) Operate food service equipment in accordance with appropriate procedures.
- * (7) Serve on a rotating basis to any of the following positions: cashier, server, back-up, dish machine operator, food preparation and clean-up.
- * (8) Complete all required reports and maintain appropriate records.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Provide for a safe and secure workplace.
- * (11) Model and maintain high ethical standards.
- * (12) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (13) Keep supervisor informed of potential problems or unusual events.
- * (14) Follow all School Board policies, rules and regulations.
- * (15) Exhibit interpersonal skills to work as an effective team member. Exhibit effective customer service skills.
- * (16) Encourage and support student and staff participation in the FNS program.
- * (17) Demonstrate support for the School District and its goals and priorities.
- * (18) Maintain confidentiality regarding school matters.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

FOOD SERVICE ASSISTANT I (Continued)**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.

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.

Job Description Supplement No. 09

*Essential Performance Responsibilities