

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

FOOD AND NUTRITION SERVICES ASSISTANT

QUALIFICATIONS:

1. High School Diploma, General Educational Development Diploma (GED) or equivalent.
2. Good physical health.
3. Satisfactory criminal background check and drug screening.
4. Commercial or school food and nutrition service preferred.
5. Knowledge of units of measurement used in food production (pound, cup, etc.).
6. Knowledge of basic math related to quantity food preparation and service.
7. All applicants for this position must achieve a passing score of 70% on the Basic Numeric Conversion, and Microsoft Word assessments.

REPORTS TO:

Principal, Manager, Food and Nutrition Services and Assistant Manager, Food and Nutrition Services

SUPERVISES:

None

POSITION GOALS

To perform a variety of job functions essential to the successful operation of food and nutrition services while following federal, state and local guidelines.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to operate food service equipment. Ability to work harmoniously with school staff, students and fellow workers and provide friendly food service to participants. Ability to understand and follow written and verbal instructions and demonstrate skill in cleanup and serving food. Ability to work at a fast pace and to stand for long periods of time.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Perform all duties and responsibilities assigned by the Manager in an ethical and professional manner.
2. Assist with receiving, storing of food and non-food items.
3. Communicate effectively with the manager and other employees.
4. Implement administrative policies for proper use and care of all equipment.

5. Maintain accountability of recorded documentation for compliance with federal, state, and local regulations.
6. Maintain high standards of control for quality food production and service.
7. Follow operational procedures for efficient and effective food production and service.
8. Maintain a safe facility for performance of work.
9. Maintain an environment conducive to protecting the health and well-being of the students through high levels of food safety and sanitation methods.
10. Maintain quality standards for the attractive presentation and service of food in a pleasant environment.
11. Be responsible for performance of duties assigned by the Manager.
12. Be responsible for preparation and serving of food and cleaning duties assigned by the Manager.
13. Assist with receiving and storing food and other supplies.
14. Serve in any capacity which may be necessary.
15. Take proper care of equipment and facilities.
16. Demonstrate proper health and sanitation practices.
17. Serve on cafeteria line as assigned.

Expectations of All Employees

18. Communicate well with Manager.
19. Communicate effectively with students, staff and administration.
20. Observe all safety rules and report any accident to the Manager.
21. Participate in ongoing inservice programs.
22. Work independently or as a team member.
23. Work cooperatively with other workers.
24. Display a pleasant attitude toward students.

Systemic Functions

25. Follow attendance, punctuality and proper dress rules.
26. Follow all school and food service policies.

Systemic Support

27. Represent the School Board in a positive manner.
28. Keep records as specified by the Manager.
29. Perform other incidental tasks consistent with the goals and objectives of this position.
30. Other duties as assigned by the Principal or Food and Nutrition Services Coordinator.

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 and location.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.