

Bottineau Public School District

Food Service Assistant I Job Description

Qualifications:

1. High School Diploma or GED.
2. Basic computer skills.

Reports to:

Food Service Manager

Supervisory Responsibilities:

N/A

Performance Responsibilities:

1. Assists the manager in leading the food service operations at assigned school site, assures the serving and storage of food is in accordance with established guidelines and procedures.
2. Assists with serving meals to students, teachers and other staff, participates in food serving and preparations as needed; assures compliance with serving size requirements.
3. Assures proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assures compliance with safety and sanitation regulations.
4. Participates in the cleaning of the kitchen, dining and storage areas
5. Assists with the planning of menus that are compliant with the USDA guidelines and regulations.
6. Assists with preparing and maintaining a variety of reports and records including inventory, requisitions, and production sheets.
7. Assists with estimating and requisitioning food quantities, equipment and supplies needed; receives, inspects, verifies and accepts delivery of food and supplies; utilizes proper method of storing foods.
8. Confers with the manager regarding cafeteria needs, conditions and menu changes
9. Operates a variety of equipment and machines used in the school cafeteria, including computer terminal, slicer, chopper, mixer, oven and others are required.
10. Displays a positive and friendly attitude toward students and staff
11. Works in a team environment
12. Maintains a high level of ethical behavior and confidentiality
13. Participates in meetings and in any in-service training required by the district
14. Other duties as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Food Service Manager.

Date adopted: December 2014