



EMPLOYEE NAME: _____

Revised: 10/12, 6/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Food Service Assistant Substitute	JOB CODE: SUB4
DIVISION: Business Services	SALARY SCHEDULE: Temporary Positions
DEPARTMENT: Food and Nutrition Services	WORK DAYS: As needed
REPORTS TO: Manager, Food and Nutrition Services	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
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: Must complete Food Service Assistant Substitute information session
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to repetitively lift items weighing a maximum of 50 lbs, walk & stand on cement floor for up to 7.5 hours, climb ladder, stoop, bend, lift and have hands in water; ability to work extended periods in temperatures ranging from extremely hot to sub-zero; ability to tolerate work conditions while cooking, frying in hot oil, steaming, baking and microwaving; operates equipment that poses possible risk, loss or injury; utilizes cleaning chemicals in solution, aerosol and powder forms; subject to a noisy work environment; refer to page 3 for Physical Demand Categories
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to follow written and oral instructions to effectively perform essential duties, including food preparation and meeting safety/sanitation guidelines; must have knowledge of measurement, knowledge of abbreviations, counting skills, portion control skills, calculation skills for recipe preparation, time calculation skills, basic computer skills, and excellent customer service and teamwork skills; ability to follow and implement written recipes, safety procedures, and employment-related instructions as presented in English

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance and notifies manger when will be late or absent.
2.	Performs cooking duties, including/not limited to frying in hot oil, steaming, baking, and microwaving.
3.	Follows standardized recipes, assures proper portion control, and assures food is attractively served while meeting serving schedule deadlines.
4.	Complies with all Federal, state, county, and district regulations and policies. Complies with all food safety program (HACCP) guidelines; meets food handling standards; covers, labels, and dates food; records food, refrigerator, freezer, dry storage temperatures appropriately; cleans and sanitizes dishes, equipment, and work areas immediately after use.
5.	Follows all Human Resources procedures and personnel requirements as outlined in the CCSD Administrative Rules, CCSD Employee Handbook, and the FNS Employee Handbook, including adhering to FNS approved dress code – uniform, gloves, hairnet, etc.
6.	Promotes a safe working environment; does not pose a safety risk to self or others, utilizes and stores cleaning chemicals correctly.
7.	Follows food safety guidelines for personal hygiene and practices safe hand washing.
8.	Utilizes resources, supplies, and time effectively and efficiently.

9.	Lifts and rotates stock (up to 50 lbs.) via the FIFO method in all kitchen areas including freezers and refrigerators, and restocks work areas throughout the day and prior to the end of shift.
10.	Participates in training, in-service, and learning opportunities.
11.	Utilizes computer for various tasks related to cashiering, and/or data entry, and/or end of day processing and reports, as assigned; follows money-handling procedures and assures accurate cash intake when cashiering.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

PHYSICAL DEMANDS:

Dictionary of Occupational Titles- Physical Demand Categories:

<p><u>Occasional</u> 1-33% or 0-2.5 hrs p/day 0-100 reps</p>	<p><u>Frequent</u> 33-66% or 2.5-5 hrs p/day 100-500 reps</p>	<p><u>Continuous</u> 67-100% or 5 or more hrs p/day 500 or more reps</p>
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TASK/ACTIVITY	<u>Occasional</u> 1-33% per day	<u>Frequent</u> 34-66% per day	<u>Continuous</u> 67-100% per day
Lift Floor to Knuckle	50 lbs	25 lbs	10 lbs
Lift 12 inch off floor to knuckle	50 lbs	25 lbs	10 lbs
Lift waist to chest height	35 lbs	17.5 lbs	7 lbs
Lift waist to overhead	25 lbs	12.5 lbs	5 lbs
Two Hand Carry	50 lbs	25 lbs	10 lbs
Push- The maximum amount of force it takes to move, (push and pull), fully loaded utility carts, baker's racks, and proofing/holding cabinets was measured.	33.5 lbs	NA	NA
Pull	33.5 lbs	NA	NA
Sit	X		
Stand			X
Walk		X	
Repetitive Stooping (Bending)		X	
Sustained Stooping (Bending)	X		
Repetitive Crouching (Squatting)		X	
Sustained Crouching (Squatting)	X		
Climb Stairs	X		
Climb Ladders	X		
Kneel	X		
Operate Hand Controls/Tool Use/Grasping			X
Reach above Shoulder Height	X		
Reach Repetitively Waist Height		X	