



## CONCHO SCHOOL DISTRICT #6

### JOB DESCRIPTION

Job Title: **FOOD SERVICE ASSISTANT**

**FLSA: Non Exempt**

**TITLE:** Food Service Assistant

#### **QUALIFICATIONS:**

- High School Diploma or equivalent.
- Valid driver's license recognized by the State of Arizona
- Food service experience preferred
- Ability to read and follow recipes, measuring and weighing
- Must be able to lift 30 to 50 pounds
- Personal hygiene maintenance.
- Ability to develop and maintain effective relationships with students, staff and parents.

**REPORTS TO:** Food Service Manager

**GENERAL FUNCTION:** He/She shall be responsible for assisting the Food Service Manager in carrying out the operation of the school's Breakfast and Lunch Program. He/She will need to consult frequently with the Food Service Manager concerning the overall day to day program, new ideas, and suggestions.

#### **PERFORMANCE RESPONSIBILITIES:**

- Assists in food preparation, preparing, making salads, deserts, etc.
- Operates the dishwasher, washing trays, silverware, pots, pans, etc.
- Assists in serving meals to students and adults.
- Clean up kitchen daily, put away leftovers, wipe countertops, shelves, microwaves, sweep, etc.
- Can be relied on to work without supervision and in the absence of the Food Service Manager.
- Keeps in confidence certain facts and information about students and staff.
- Refrains from commenting unprofessionally about staff or school policy.
- Gives prompt notice of absence.
- Conducts self in a responsible manner.
- Must be able to get along with students, staff members, and visitors.
- Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** 9 month / part time

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

**CLASSIFICATION:** Classified Staff

Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_