

FOODSERVICE ASSISTANT

MAJOR FUNCTION:

Routine manual work in the preparation and serving of food in a school cafeteria.

MINIMUM QUALIFICATIONS:

Some knowledge of routine kitchen duties involving food preparation and service. Knowledge of general clean up procedures. Ability to perform required work. Ability to follow simple instructions. Ability to work harmoniously with fellow employees. Ability to provide friendly service to students and others. The ability to learn cooking and other foodservice duties in a reasonable period of time.

DEGREE REQUIRED:

Completion of required approved school foodservice training courses as established by department regulations. Foodservice Assistants shall have no less than a 10th grade education.

YEARS OF EXPERIENCE:

Some experience in kitchen, cafeteria or restaurant foodservice activities preferred.

LICENSE/CERTIFICATION REQUIRED:

Not applicable.

VALID DRIVER'S LICENSE REQUIRED:

Not applicable.

SUMMARY:

This job description was reviewed for the School Board of Polk County by Continental Rehabilitation Resources, Inc. to meet the U.S. Department of Labor parameters and specific community standards for this position. Attached, you will also find additional descriptive information for a School Cafeteria Cook including typical physical requirements, aptitude, abilities as taken from the U.S. Department of Labor Dictionary of Occupational Titles (DOT) via the OASYS (Occupational Access System).

FOODSERVICE ASSISTANT

JOB DUTIES:

Job Duties	Frequency*	Essential Function
1. Under the direction of the foodservice manager prepares any one of several food items for a day's menu.	C	Yes
2. Serves food or keeps serving line supplied.	C	Yes
3. Performs continuous preparation during serving periods.	C	Yes
4. May be responsible for equipment in areas of kitchen and its operation and cleaning.	C	Yes
5. May be responsible for keeping all areas of kitchen clean and sanitary.	C	Yes
6. Stores leftover food promptly.	O	Yes
7. May be assigned cashiering duties and the maintenance of simple records.	O	Yes
8. Checks supplies or issues supplies from the storeroom.	C	Yes
9. Assists the manager in simple record keeping.	O	Yes
10. May be assigned the responsibility of the kitchen in the absence of the manager.	O	Yes
11. Lifting, Carrying, Pushing, Pulling: 30 to 35 lbs. Occasionally 20 to 30 lbs. Frequently 10 to 20 lbs. Constantly		

*Frequency	Occasional (O) Frequently (F) Constantly (C)	Less than 1/3 of the time 1/3 to 2/3 of the time Greater than 2/3 of the time
------------	--	---