

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FOOD SERVICE ASSISTANT II

SALARY SCHEDULE: SSP2

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year successful experience as a Food Service Assistant I.
- (3) Meet all requirements established for a Food Service Assistant I.
- (4) Take and pass the following courses prior to application for Food Service Assistant II:
 - a. Quantity Food Production
 - b. Equipment Use and Care
 - c. Foundations of Food Service
 - d. Computer Applications

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use food service equipment related to assignment. Ability to organize, plan and prioritize activities. Ability to communicate effectively, both orally and in writing. Ability to follow directives and work as a team member. Ability to compile reports in a concise and efficient manner.

REPORTS TO:

Manager, Food and Nutrition Services

JOB GOAL

To prepare main entrees and other food items and monitor the preparation of other food items as assigned while assisting the manager and staff in building and maintaining a high level of productivity and efficiency in the kitchen.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Follow standard recipes to prepare food items on the menu.
- * (2) Plan for food needs for following day and assemble products as needed.
- * (3) Operate food service equipment in accordance with appropriate procedures.
- * (4) Assist in training less experienced or qualified personnel regarding equipment use and food preparation.
- * (5) Report daily food amounts utilized on Food Production Records
- * (6) Assist with record keeping, storage, and inventory tasks.
- * (7) Inspect and assist with proper storage of food supplies.
- * (8) Perform back-up, serving, cash collection procedures or cleaning duties as assigned.
- * (9) Maintain effective operation of the kitchen in the temporary absence of the Manager.
- * (10) Encourage and support student and staff participation in the Food and Nutrition Services Program.
- * (11) Prepare all required reports and maintain appropriate records.
- * (12) Maintain positive relationships with staff and vendors.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Provide for a safe and secure workplace.

School Board Approved - September 4, 2001

School Board Approved - Revised October 16, 2001

Revised February 19, 2010 – Revised December 9, 2010

FOOD SERVICE ASSISTANT II (Continued)

- *(15) Model and maintain high ethical standards.
- *(16) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member. Exhibit effective customer service skills.
- *(21) Demonstrate support for the School District and its goals and priorities.
- *(22) Maintain confidentiality regarding school matters.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 09

*Essential Performance Responsibilities