



**Job Title:** Food Service Assistant I

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 8

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to effectively perform a variety of food preparation, clean up, and service duties in school cafeterias.

## **ESSENTIAL JOB FUNCTIONS**

- Prepares and serves various food items in the appropriate quantity according to standardized recipes, e.g., soups, sandwiches, salads, meats, vegetables, breads, desserts.
- Operates all food preparation equipment according to all applicable sanitation and safety guidelines and regulations of the Escambia County Health Department and Escambia County School District.
- Organizes food serving counters and steam tables; serves food to students.
- Operates point of sale during meal service as assigned.
- Places packaged food in coolers and/or freezers for storage; transfers food and kitchen supplies; stores food according to food safety requirements and standardized food storage practices.
- Assists in maintaining inventory records of food and supplies; records quantity of used/leftover food products.
- Participates in in service training and attends meetings.
- Maintains clean and sanitary preparation area and equipment, e.g., food preparation surfaces, utensils, and work area; kitchen equipment, machinery, and appliances; dishes and cooking containers; cafeteria tables.
- Utilizes various cleaning agents according to label instructions, and using in accordance with prescribed safety precautions and directions.
- Adheres to all applicable federal regulations, School Board policies, and Food Service directives.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or GED.
- A demonstrated ability to perform general cafeteria operations and support functions to include basic knowledge of food preparation and safe operation of food service kitchen equipment.
- May require the possession of a valid Driver License.
- Successful completion of SafeStaff requirements within the first 60 days of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of principles of basic food preparation including weights and measurements and storage procedures.
- Requires the ability to display knowledge of standards of personal hygiene, appearance, cleanliness, sanitation, and safety.
- Requires the ability to display knowledge of preparation and service of various food items in the appropriate quantity according to standardized recipes.
- Requires the ability to display knowledge of utilization of various cleaning agents according to label instructions and in accordance with prescribed safety precautions and directions.
- Requires the ability to accept, receive, and/or collect payment.
- Requires the ability to maintain accountability for inventory/property management.

**PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel, reach with hands and arms, and stoop or kneel, and is routinely required to lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: crouching, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**