



Job Title: Food Service Assistant II

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 – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
DEC 18 2023
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS

- Leads and participates in the preparation and serving of various food items in the appropriate quantity according to standardized recipes, e.g., soups, sandwiches, salads, meats, vegetables, breads, desserts.
- Checks and 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.
- Maintains 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.
- Performs necessary data input and maintenance and maintains records.
- Conforms to safety standards as prescribed.
- Creates work orders, as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or GED.
- Successful completion of 3.0 college credit hours in food service related courses as approved by the School Food Service Office OR one (1) year of experience in quantity food preparation and service, including knowledge in the safe operation of commercial food service kitchen equipment.
- Equivalent combination of education, training, and experience, to include successful completion of Manager Intern Program.
- May require the possession of a valid Driver License.
- Successful completion of ServSafe within the first six (6) months 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 effective methods of leadership and supervision.
- 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.
- Requires the ability to use small office equipment and computers.

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: December 18, 2023, effective July 1, 2023

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