

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Assistant to Food Service Director

### QUALIFICATIONS

1. High School diploma or GED.
2. Successful experience as an employee in school food service or other quantity food production facility.
3. Effective communication skills.
4. Ability to work calmly and complete jobs in a timely manner, even under sometimes stressful conditions.
5. Ability to organize own time and tasks.
6. Good personal hygiene.
7. Ability to work with others in a pleasant manner.
8. Computational skills for converting recipes.
9. Completion of HACCP certification.
10. Basic computer skills and the ability to count money.

REPORTS TO Food Service Director

JOB GOALS Successfully assist with providing healthy, safe meals to enhance student learning.

### PERFORMANCE RESPONSIBILITIES

1. Assist the food service director
  - a. With quality and quantity control
  - b. With staff training in the cook's area
  - c. With cleaning at the end of the day
  - d. In setting up serving line, replenishing and service or working in the line
  - e. With Free/Reduce Application
  - f. With low balances in students electronic food service accounts
  - g. With balancing daily cash receipts and bank deposits
2. Plan work to accomplish food preparation for the week for ala carte.  
Communicate with food service director.
3. Supervise/prepare ala carte and breakfast items
4. Determine the quantities of each food to be prepared daily for ala carte basing the size of serving on the necessary age requirements and to complete production sheets.
5. Adjust recipes to produce desired quantity for breakfast and ala carte.
6. Assist with getting food supplies and keeping an orderly and clean storeroom.
7. Be well organized and professional in fulfilling the responsibilities of job.
8. Treat all students and staff with courtesy.
9. Send the order for all necessary ala carte food and supplies for the food service program on a regular basis to the food service director.

10. Ensure the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils. To ensure major cleaning of refrigerators and storerooms at regularly scheduled intervals.
11. Maintain a positive rapport with students, staff, parents and the community.
12. Cooperate and work in a courteous manner with co-workers.
13. Dress appropriately for the position and work required.
14. Treat all students, and staff with courtesy.
15. Greet all visitors courteously, and to direct or escort them to the proper area.
16. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
17. Maintain confidentiality in the school operation.
18. Arrive and depart from the building as scheduled.
19. Adhere to applicable state and federal laws, rules, and regulations, board policies and administrative rules.
20. Perform any other food service duties assigned by the food service director.

#### PHYSICAL DEMANDS

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				x
B.	Walking			x	
C.	Sitting		x		
D.	Bending/Stooping			x	
E.	Reaching/Pushing/Pulling			x	
F.	Climbing/Stairs		x		
G.	Driving		x		
H.	Lifting (up to 50 lbs.)		x		
I.	Carrying (up to 25 feet)		x		
J.	Manual Dexterity Tasks				
	Telephone		x		
	Computer/Calculator		x		
	Kitchen utensils and appliances				x
K.	Working Conditions				
	Inside				x
	Outside		x		
	Extremes of Temperature/Humidity			x	
	Hazards: Fire, pressurized steam, hot cooking surfaces and equipment, moving machinery, natural gas, water pressure, hot grease, high temperatures from cooking operations, electrical current, escaped steam, sharp objects, slippery floors				

*All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.*

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(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

TERMS OF EMPLOYMENT

Hours and work year to be established by the Superintendent with the approval of the Board of Directors. The Board of Directors establishes rate of pay.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 11, 2016

Revised