

## **TITLE: FOOD SERVICE AIDE**

### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Previous experience in large-scale food service preferred
3. A general understanding of Material Safety Data Sheets
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
5. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
6. Demonstrated ability to work with children and adults to perform assigned duties
7. Self-motivated
8. Work well with students and staff
9. Excellent organizational skills
10. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Lead Cook and Food Service Manager**

### **JOB SUMMARY**

To assist in the preparation and service of attractive and nutritious meals to students in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. Perform cleaning of food service equipment and food service areas; and may serve as a cashier

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Assist with preparation of daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the school's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria  
Supervise students in the cafeteria during meals
3. Maintain orderly food purchase by pupils, disposal of food waste, and return of trays and utensils
4. Assist in the serving of food and perform set-up of food and food bars to appear appetizing
5. Assist or perform the daily cleaning of all kitchen equipment, dishes, utensils, and tables and other scheduled kitchen equipment cleaning.
6. Assist with maintenance of production sheets, daily food counts, and inventory.
7. Ensure the cleanliness of cafeteria tables and surrounding areas
8. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
9. Seek assistance should emergencies arise
10. Cooperate with the Lead Cook, Food Service Manager and/or Building Head of School and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas

11. Represent the school district in a positive manner and maintain friendly relations with other school staff and with lunchroom customers
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated annually by the Lead Cook and/or Food Service Manager in conformance with federal and state law, administrative rules, and Board policy.

#### TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

#### NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance